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ABSTRACT

This handbook, designed to aid the library user in becoming familiar with university libraries and their systems, is a textbook for a one credit elective course offered at Bemidji State University as a regular course or as independent study. It is based upon booklets developed at several other universities for use as self directed study courses and includes sections on bibliographies, the card catalog, government publications, indexes and abstracts, periodicals and newspapers, and reference materials. (Author/MBR)

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LS 101:

Developing Library Skills
How to use the University Library

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"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

Carol M. Bodine

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

By
Carol Bodien
&
Mary Kay Smith

Bemidji State University Library,
Guides and Bibliographies No. 12, 1977

A. C. Clark Library

Bemidji State University
Bemidji, Minnesota 56601

IR006051

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L. Mattison, Director of Libraries, Bemidji State University

PREFACE

This handbook is designed to be used as the textbook for LS 101: Developing Library Skills, a one credit course offered also as independent study. Exercises for each section will be handed out by the instructor.

We based this handbook upon the booklets developed for use as self-directed study courses at the University of Alaska, Boise State University, and the prototype developed by UCLA. [1] We gratefully acknowledge their permission to adapt the booklets for use in the A. C. Clark Library.

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[1]Dudley, Miriam. Workbook in Library Skills: a Self-Directed Course in the Use of UCLA's College Library. Los Angeles: University of California Library, College Library, 1973.

Everts, Evelyn, and Beverly A. Miller. Library Skills: a Self-Paced, Self-Directed Course in the Use of the Boise State University Library. 2nd edition. Boise State University Library, n.d.

University of Alaska. Rasmuson Library. Reader Services Department. Library Skills: How to Use the College Library: A Self-Directed, Self-Paced Program. Fairbanks: University of Alaska, 1973-74 (Spring 75).

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SECTION I: LIBRARY TOUR

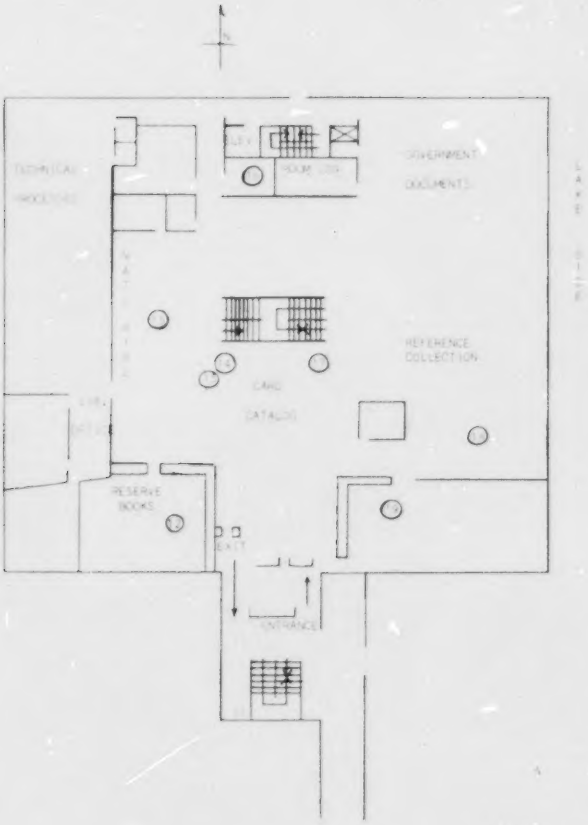
This course is designed to help the user become familiar with libraries in general and with the A. C. Clark Library in particular.

The A. C. Clark Library is centrally located on campus at 15th and Birchmont. The collection contains approximately 200,000 books and documents and currently receives about 900 periodicals. While the services and collections of the library are designed to meet most of the basic study needs of the college student, resources of other libraries in Minnesota are available through MINITEX. In addition, through Interlibrary Loan, resources of other libraries outside Minnesota are available to faculty and graduate students.

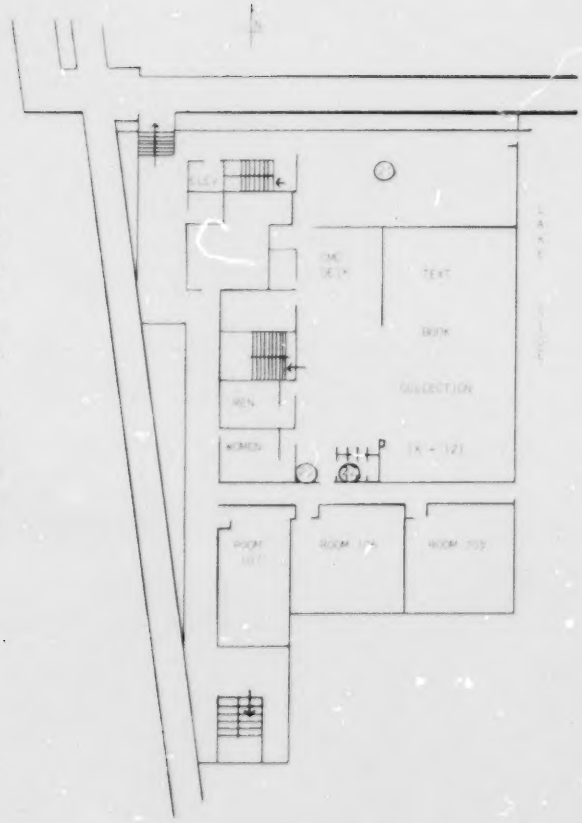
Learning to use a library effectively can make the difference between success and failure at college, and the first step is to know your way around the building itself - to know where to find the water fountains, the restrooms, special collections, the various departments, etc.

The following pages contain a floor plan of the library to enable you to take a self-paced, self-directed tour of the A. C. Clark Library to help you begin to feel at ease and get your bearings in this building. The various numbered points are for your use in doing assignment one.

2nd Floor



1st Floor



AREAS TO BE LOCATED
(alphabetical)

Calculators (2)

Children's Library

Circulation Desk

Coin changer

Computer terminal

Curriculum guides

Elevator

Index Area

Microfilm reader/ printer

Newspapers (big city)

Newspapers (hometown)

Newspapers (on microfilm)

Periodicals (current issues)

Photocopiers (3)

Reference Desk

Special Collections

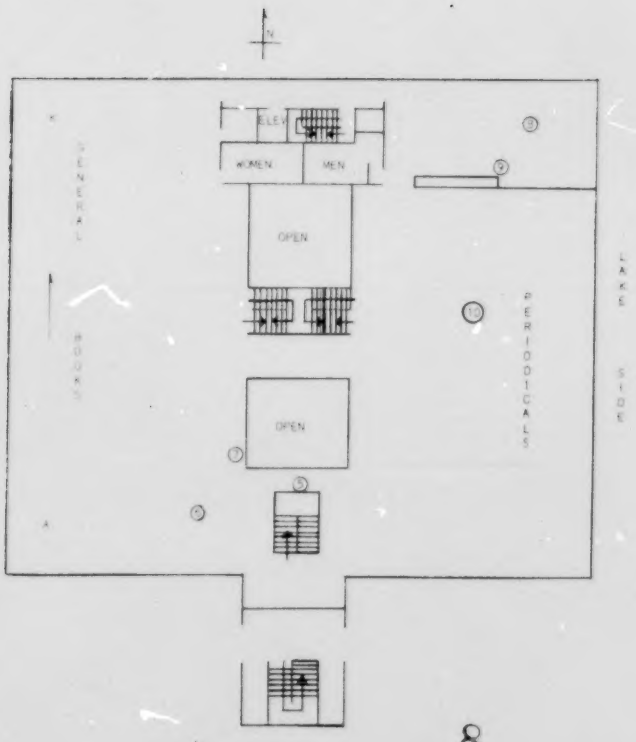
Telephone for public use

Typing rooms (4)

Wet carrels

4th Floor

3rd Floor



SECTION II: CLASSIFICATION

Within the field of library science, classification refers to any of the systems for arranging books and other materials in groups by subject, format, etc. designed to place like things together.

In the United States, two major systems have been used to classify library books by subject. The Dewey Decimal System (only used at BSU to classify materials in the Curriculum Media Center) is based on a numerical top line. The Library of Congress System (used throughout the rest of the BSU Library) has letters on the top line.

Library of Congress classification is based on a combination of letters and numbers. This system is used at BSU for all books except those in the CMC. It is easily distinguishable from Dewey because the top line begins with letters. For example, PN stands for Literary History and Collections and PN 6413 stands for Collections of Greek Proverbs.

The Library of Congress classes may also be subdivided by decimals, but where Dewey class numbers only have three places, as in 230, Library of Congress may have four, as in PN 6413. Those used to the Dewey system often try to find this number in the PN 600's, rather than the PN 6000's which may be many shelves away.

To recap: LC ---------- LETTERS on the top line of the call number

Dewey --------- NUMBERS on the top line of the call number

Some books in the BSU Library also have location symbols on the topmost line, just above the call number, such as:

Ovsz — Oversized books are sometimes shelved out of sequence on the lower shelves in the general area.

Ref — Reference books are found in the Reference Area, on the main floor to the right of the card catalog.

Res — Restricted books may be obtained at the Circulation Desk by giving the desk attendant the call number.

Spec — Special Collections books are rare books which are available by asking at the Reference Information Desk.

CMC — Materials located in the Curriculum Media Center on the first floor.

Below you will find a brief outline demonstrating the filing rules for Library of Congress class numbers. This shows how you would find the books on the shelves, in call number order. The following pages show an outline of the Library of Congress System and an outline of the Dewey Decimal System.

LIBRARY OF CONGRESS FILING RULES

1. The main classification letters of the LC System are filed in alphabetical sequence.

A	AB	B	DK
5	64	11	257
.C433	.R4	.A67	.A1
1967	1967	1964	W53

2. General sub-classes are indicated by whole numbers, which follow a normal numerical progression on the shelves.

A	A	A	A
5	15	17	18
.C433	.C433	.C433	.C433
1967	1967	1967	1967

3. Any number in the call number which follows a dot is arranged decimally.

E		E		E		E
476.513	precedes	476.52	and	476.6	and	476.6
.C443		.C443		.C443		.C55

(numbers arranged decimally are underlined in the above examples)

4. Date is a part of many LC call numbers. Dates are arranged in chronological sequence before combinations of letters and numbers in the same position.

DA	DA	DA	DA	DA	DA	DA	DA	DA
20	20	20	20	20	20	20	20.15	20.3
.C47981	.C5	.C5	.C53	.C53	.C53	.C6	.J4	.H2
	1953	1956	1957	B7 (decimally)	B71			

OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION OF BOOKS

A GENERAL WORKS
- AE Encyclopedias
- AY Yearbooks, Almanacs

B PHILOSOPHY, RELIGION
- BD Metaphysics
- BC Logic
- BF Psychology
- BH Aesthetics
- BJ Ethics
- BL - BX Religion, Theology
- BR Christian church history
- BS Bible
- BT Doctrinal theology
- BX Christian denominations

C HISTORY (General)
- CJ Numismatics
- CT Biography

D HISTORY AND TOPOGRAPHY (Except America)
- DA Great Britain
- DC France
- DD Germany
- DK Russia
- DS Asia
- DT Africa

E HISTORY: AMERICA (General)

F HISTORY: UNITED STATES (local) and AMERICA
- F1-970 United States (local)
- F1001-1140 Canada
- F1201-1392 Mexico
- F2201-2799 South America

G GEOGRAPHY, ANTHROPOLOGY
- G1001-3035 Atlases
- GB Physical geography
- GC Oceanology and oceanography
- GN Anthropology
- GR Folk-lore
- GV Sports

H SOCIAL SCIENCES
- HA Statistics
- HB-HJ Economics
- HN-HX Sociology

J POLITICAL SCIENCE
- JC Political theory
- JF General works
- JK United States
- JN Europe
- JS Local government
- JX International law

K LAW
- KF United States law

L EDUCATION
- LA History of education
- LB Theory and practice of ed.
- LD Universities and Colleges: US

M MUSIC
- ML Literature of music
- MT Musical instruction and study

N FINE ARTS
- NA Architecture
- NB Sculpture
- NC Graphic arts
- ND Painting
- NK Art applied to industry
- NX Arts in general

P LANGUAGE AND LITERATURE
- PA Classical lang. and lit.
- PC Romance languages
- PE English language
- PF 3001-5999 German language
- PG Slavic lang. and lit.
- PM 101-7356 Amer. Indian languages
- PN Literature (General)
- PQ Romance literatures
- PR English literature
- PS American literature
- PT Teutonic literatures
- PZ Fiction and juvenile lit.

Q SCIENCE
- QA Mathematics
- QB Astronomy
- QC Physics
- QD Chemistry
- QE Geology
- QK Botany
- QL Zoology

R MEDICINE
- RC Practice of medicine
- RS Pharmacy

S AGRICULTURE
- SB Plant culture
- SD Forestry
- SF Animal culture

T TECHNOLOGY
- TA Engineering (General) Civil engineering
- TJ Mechanical engineering
- TK Electrical engineering
- TL Aeronautics and space
- TN Mineral industries
- TP Chemical technology

U MILITARY SCIENCE

V NAVAL SCIENCE

Z BIBLIOGRAPHY AND LIBRARY SCIENCE

OUTLINE OF THE DEWEY DECIMAL SYSTEM

The classifications most commonly used by students are:

000-099	Generalities	700-799	The Arts
030	General encyclopedic works	720	Architecture
100-199	Philosophy & related disciplines	770	Photography & photographs
150	Psychology	780	Music
170	Ethics (Moral philosophy)	790	Recreational & performing arts
200-299	Religion	796	Athletic & outdoor sports & games
220	Bible	800-899	Literature
300-399	Social Sciences	810	American literature in English
330	Economics	812	American drama
350	Public administration	814	American essays
390	Customs and folklore	820	English and Anglo-Saxon literatures
395	Etiquette	821	English poetry
398	Folklore	822	English drama
400-499	Language	822.33	Shakespeare
420	English & Anglo-Saxon languages	824	English essays
423	English dictionaries	840	Literatures of Romance languages
500-599	Pure sciences	860	Spanish & Portuguese literature
510	Mathematics	900-999	General geography & history and their auxiliaries
530	Physics	914.4	Travel in France
540	Chemistry & allied sciences	914.6	Travel in Spain
574	Biology	920	General biography & genealogy
590	Zoological sciences	940	General history of Europe
600-699	Technology (Applied science)	944	France
610	Medical sciences	970	General history of North America
621	Applied physics	973	United States
629.1	Aerospace Engineering		
629.13	Aeronautics		
640	Domestic arts & sciences		
641	Food and drink		
690	Buildings		

		B	Biography
SC	Story Collections (Short Stories)	F	Fiction
		+	Fiction in the BSU Children's Library

SECTION IIIa: THE CARD CATALOG; CATALOG CARDS

On the following pages are samples of the cards in the card catalog for the book Profiles in courage, by former President John Kennedy. As you can see, there are two subject cards: the book is listed in the card catalog under "U. S. CONGRESS. SENATE - BIOGRAPHY" and under "COURAGE". As with most books, there are also cards in the catalog under "Kennedy, John Fitzgerald, 1917 - " for the author, and under the title "Profiles in courage."

You will notice that all the cards are identical except for the top line. Each of these cards is a standard Library of Congress catalog card, and you can learn a great deal about a book from looking at one of its catalog cards. The catalog card not only tells you the author, title, and call number of the book, but each card also contains certain information which describes the book it represents.

The sample card tells you, for example, that this is the first edition of this book. It also tells you where this book was published (New York), by which company (Harper), and the date of publication (1956), which can be very important if you want to be sure you are getting up-to-date facts from your book. The edition, place and date of publication, and name of publisher are also important to have when you are doing a term paper or research report; such information must appear in your bibliographies and footnotes.

The second "paragraph" on a catalog card describes the work as a physical object; it specifies the number of volumes or pages in the book, whether it contains illustrations, portraits, photographs or maps, and it gives the size of the book, etc. Our sample catalog card tells you that this book has 266 pages, contains illustrations and is 22 centimeters in height.

Finally, in the last "paragraph" of the card, you will find notations of other special features of the book. The sample card contains one of the most common notations; it tells you that the book contains a bibliography, which can be helpful if you need to locate other material on the same or a related subject.

Some cards also contain what are called "contents notes". These appear most frequently when the book described is an anthology or a collection of plays, novels, etc. The contents notes will tell you the name of each major work in the book, which can save a lot of time if you are looking for one particular item (much faster than going through each book on the shelf!). The card for the book we have used as an example does not contain contents notes.

Down at the bottom of each standard catalog card appear what are known as "tracings". These are the various headings under which a card for this particular book can be found in the card catalog. Subject headings are listed first following Arabic numbers. In the sample, the subject cards for this book are U. S. CONGRESS. SENATE - BIOGRAPHY, and COURAGE. The subject tracings listed can be useful to students doing research, since they can lead you to other books dealing with the same subject or related subjects. After the subject tracings, the other tracings are indicated following Roman numerals. These may include joint authors, editors, compilers, and even illustrators, as well as titles. These entries are known as "added entries". In the sample the added entry (I. Title) is for the title.

For a complete identification of the parts of an LC catalog card examine the sample card on page 12.

SAMPLE OF AUTHOR CARD

(Filed in the card catalog in the K's)

E
176
.K4

Kennedy, John Fitzgerald, 1917–
Profiles in courage. [1st ed.] New York, Harper [1956]
266 p. illus. 22 cm.
Includes bibliography.

1. U. S.—Congress. Senate—Biog. 2. Courage. I. Title.

E176.K4 923.273 55-11279 ‡
Library of Congress [80]

SAMPLE OF TITLE CARD

(Filed in the card catalog in the P's)

Profiles in courage

E
176
.K4

Kennedy, John Fitzgerald, 1917–
Profiles in courage. [1st ed.] New York, Harper [1956]
266 p. illus. 22 cm.
Includes bibliography.

1. U. S. Congress. Senate—Biog. 2. Courage. I. Title.

E176.K4 923.273 55-11279 ‡
Library of Congress [80]

SAMPLES OF SUBJECT CARDS *

(Filed in the card catalog in the C's)

COURAGE

E
176
.K4

Kennedy, John Fitzgerald, 1917–
Profiles in courage. [1st ed.] New York, Harper [°1956]
266 p. illus. 22 cm.
Includes bibliography.

1. U. S. Congress. Senate—Biog. 2. Courage. I. Title.

E176.K4 923.273 55-11279 ‡
Library of Congress [80]

(Filed in the card catalog in the U's)

UNITED STATES. CONGRESS. SENATE -
BIOGRAPHY

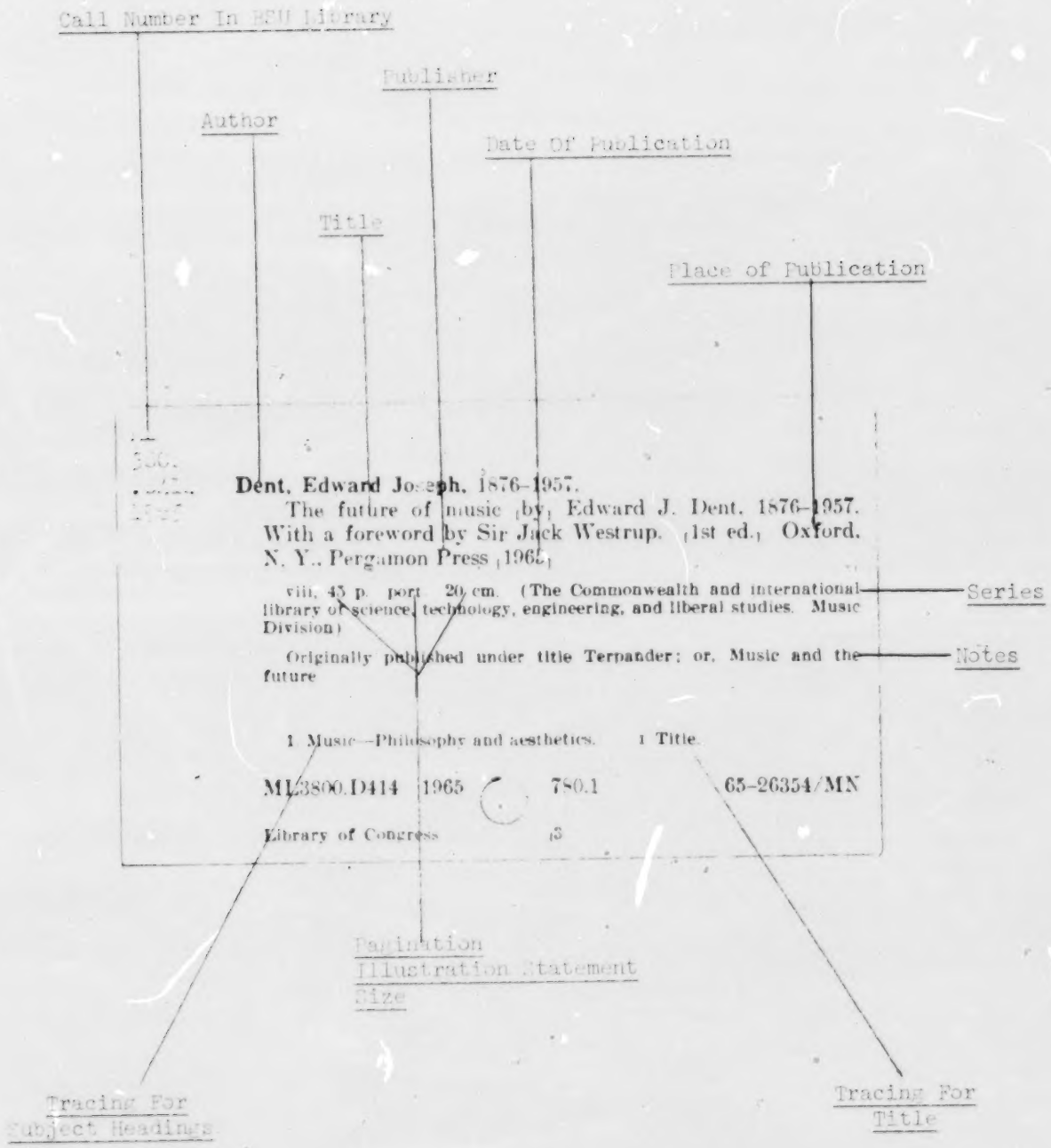
E
176
.K4

Kennedy, John Fitzgerald, 1917–
Profiles in courage. [1st ed.] New York, Harper [°1956]
266 p. illus. 22 cm.
Includes bibliography.

1. U. S. Congress. Senate—Biog. 2. Courage. I. Title.

E176.K4 923.273 55-11279 ‡
Library of Congress [80]

* Note that the subject headings are typed in Capital Letters in this sample. At Bemidji State University they are typed in red ink or in Capital Letters.


Call Number In PSU Library
Publisher
Author
Date Of Publication
Title
Place of Publication
780.
D414f
1965
Dent, Edward Joseph, 1876–1957.
The future of music [by] Edward J. Dent. 1876–1957. With a foreword by Sir Jack Westrup. [1st ed.] Oxford, N. Y., Pergamon Press [1965]
viii, 45 p. port. 20 cm. (The Commonwealth and international library of science, technology, engineering, and liberal studies. Music Division)
Series
Originally published under title Terpander; or, Music and the future
Notes
1 Music—Philosophy and aesthetics. 1 Title.
ML3800.D414 1965 780.1 65-26354/MN
Library of Congress [3
Pagination
Illustration Statement
Size
Tracing For Subject Headings
Tracing For Title

SECTION IIIb: THE CARD CATALOG; FILING

We have now covered the types of cards in the card catalog, the parts of an LC catalog card, and subject headings. The one remaining area is filing, or how does BSU Library arrange the cards (author, subject, and title) in our card catalog.

The BSU Library card catalog is a dictionary catalog in which all three types of cards (author, subject, and title) are interfiled in one alphabetical sequence. BSU uses the word-by-word system of filing, sometimes referred to as "nothing before something" (e.g., New England before Newark).

LETTER-BY-LETTER FILING	WORD-BY-WORD FILING
Each letter is a separate unit in the order of the alphabet.	Each word is a separate unit arranged alphabetically to the end of the word.
Example: New Amsterdam Newark New England Newsweek New wives for old	Example: New Amsterdam New England New wives for old Newark Newsweek

The basic filing rules, with examples, are located on pages 14-16.

BASIC FILING RULES

1. Arrange abbreviations as if spelled in full.
   Example: St. filed as Saint
   U.S. filed as United States

2. In alphabetizing titles, disregard an initial article (a, an, the).
   Example: The Blue Horse is filed as Blue Horse.

3. Arrange numerals in titles as if spelled out.
   Example: 1000 is filed as one thousand

4. Arrange names beginning with "Mc" or "Mac" as if all are spelled "Mac".
   Example: Macarthur
   McArthur
   MacKay
   McKay

5. Arrange cards with identical wording:*
   Cards referring to author ·····first
   Cards referring to subject ·····second
   Cards referring to title ·····third

   *Note: It may help to remember the letters "a,s,t" (author, subject, & title) & note this is their order in the alphabet & also in the card catalog.

6. Arrange subject cards with subject heading alone first, then subject heading with subheadings or subdivisions added. Dash subdivisions come before comma subdivisions. Phrase subject headings follow the dash and comma subject heading subdivisions and are interfiled with title entries in the BSU card catalog.

   Example:

ART	(Subject heading alone)
*ART - ASIA	(Subject heading with dash subdivisions)
ART - COMMERCIAL	
ART - MODERN	
*ART, ASIAN	(Subject heading with comma subdivisions)
ART, CANADIAN	
ART IN SOCIETY	(Phrase subject headings)
The art of making do	(Title entry)

   *The difference between these two entries is ART - ASIA indicates Art housed in Asia whereas ART, ASIAN indicates Art produced by Asians.

The filing of subject entries can cause confusion. When in doubt ask a Librarian!!

The following examples are designed to show you word-by-word filing arranged in author, subject, title order in the BSU Library card catalog. Some of these entries are fictitious and were developed to illustrate a particular point.

"A.S.T." ORDER

"AUTHOR"

1. Entries for John Stone as a single author of a work:

(a)
Stone, John
Cannonball express

2. Entries for John Stone as joint author, compiler, editor, etc. would come second.
These are interfiled in one alphabet by the main entry which is the next line on the card (see entries a, b, c, filed by Adams Jackson, and Trucking):

(a)
Stone, John, ed.

Adams, Andy
Alabama truck, by Andy Adams. Edited by John Stone.

(b)
Stone, John, jt. author

Jackson, Samuel
Aims of truckers, by Sam Jackson and John Stone.

(c)
Stone, John, comp.

Trucking, a bibliography, compiled by John Stone.

3. Entries for John Stone as subject:

(a)
STONE, JOHN

Branigan, Kelly
Giant of the industry; John Stone, a biography.

4. Entries for other Stones as authors:

(a)
Stone, Paul
Persia and Alexander the Great, by Paul Stone.

(b)
Stone, Samantha
Alphabet soup, a novel by Sammy Stone.

"SUBJECT"

5. Entries under the subject heading interfiled by main entry (the next line on the card):

(a)
STONE AGE

McMurtry, Peter
Stone Age grasslands, by P. McMurtry.

(b)
STONE AGE

Saunders, Mary
Cultural life in the Stone Age, by Saunders.

6. Entries under the subject heading with dash and comma subdivisions:

(a)
STONE AGE - BIBLIOGRAPHY

Wilson, Judy
Dawn times, a bibliography of the Stone Age, by J. Wilson.

(b)
STONE AGE - STUDY AND TEACHING

Masters, John
Teaching prehistory on the elementary school level, by J.M.

(c)
STONE AGE, ART

Smith, Henry
Prehistoric art, by Harry Smith.

"TITLE"

7. Entries under titles (interfiled with phrase subject heading entries):

(a)
Stone age agates

MacWhirter, Roger
Stone age agates, a geological investigation, by R.M.

(b)
Stone age grasslands

McMurtry, Peter
Stone age grasslands, by P. McMurtry.

(c)
STONE AGE IN LITERATURE

Rollins, Derek
Stories of the Stone Age, by D. Rollins.

SECTION IIIc: THE CARD CATALOG; SUBJECT HEADINGS

It is often impossible to guess exactly what word or phrase to search under in the subject section of the card catalog because a given subject could be phrased in a variety of ways. In order to establish uniformity in wording of headings in the catalog, the BSU Library uses the standard list of subject headings published by the Library of Congress in a book entitled Library of Congress Subject Headings. One copy of this two-volume work and its supplements is always kept on the tables within the card catalog area in the BSU Library.

This list is useful because it will lead from a heading which is not used to one which is used. On the sample page (p. 19) look at the first phrase: "Technical vocabulary." This particular phrase is not used in the subject catalog, so it is printed in regular type, with directions to see another subject heading "see TECHNOLOGY - LANGUAGE". If you want to find out what materials the BSU Library has on technical vocabulary, you must look under the subject heading "TECHNOLOGY - LANGUAGE".

Now look under "TECHNOLOGY" on the sample page. Since this is one of the subject headings used by the Library of Congress, it is printed in boldface type. If the BSU Library has books on this, they will be listed in the card catalog under this heading.

Sometimes suggested call numbers are given with the heading to indicate where most books on that subject are likely to be shelved. For example, the heading "TECHNOLOGY" suggests the call numbers T-TX for books on that subject.

Subject headings are often followed by "sa" in italics. This abbreviation stands for "see also" which means that there will be related material under the other more specific subject headings listed. These "see also" references are extremely useful because they serve as guides to finding information that might otherwise be missed. Under "TECHNOLOGY" on the sample page, you will see a list following "sa". The first subject listed is "BUILDING".

After the grouping of "see also" (sa) references are those designated "x". These are all invalid subject headings. For instance, if you looked under "Applied Science" you would find a reference to "See TECHNOLOGY". Look at the entry for "Technological societies" for an example.

The "xx" is another type of "see also" reference, referring you to a heading more general than the one consulted, as the "sa" refers you to a more specific heading. In the sample, while "BUILDING" is a more specific term than "TECHNOLOGY", the heading under the "xx" (INDUSTRIAL ARTS) is more general than "TECHNOLOGY". Often you will be able to find material on a subject you are interested in through these cross references even though there may be nothing listed under the subject heading you first consulted.

This is because the subject headings we use were designed for use in the Library of Congress, which is a much larger library. In the sample on page 19, the heading TECHNOLOGY AND CIVILIZATION is a valid subject heading and the heading under the "sa" SOCIAL PROBLEMS is a more specific subject heading, while the heading under "xx" CIVILIZATION is a more general heading. You might try the more specific heading in our card catalog and find little or nothing, in which case you should check the next more general heading TECHNOLOGY AND CIVILIZATION and even a very general heading CIVILIZATION . The Library of Congress, when it catalogs, only assigns from one to three subject headings and thus a general book on CIVILIZATION may have quite a bit of information on a specific topic such as SOCIAL PROBLEMS. This material could be found by checking the indexes of books in the more general subject fields.

The Library of Congress Subject Headings also cites subdivisions used under broad subject headings to lead to more specific aspects of a subject. Often these subdivisions are separated from the main subject heading by a dash. Check the first subdivision under "TECHNOLOGY" on the sample page. You will see that it is "- ABBREVIATIONS".

There are a number of standard subdivisions for forms or types of material which are used with various subject headings. Some examples of form divisions are:
- BIBLIOGRAPHY
- DICTIONARIES
- HISTORY
- STUDY AND TEACHING

Thus to find a special dictionary, you would look up the subject and the subdivision; for example: ART - DICTIONARIES
BIOLOGY - DICTIONARIES

The concept of subject headings and how to use the Library of Congress Subject Headings may introduce new and unfamiliar material to you. The sheet and example on page 20 is another presentation of some of the same material we have just covered. Read it.

SAMPLE PAGE FROM LIBRARY OF CONGRESS SUBJECT HEADINGS

Technical vocabulary
See Technology – Language
Technical writing
Here are entered guides to authorship in engineering, science, and technology. Similar guides in other fields are entered under a corresponding term if in common usage, *e.g.* Medical writing; otherwise under [Subject] – Authorship. *e.g.* Sociology – Authorship. [Subject] Language is used where the language of the subject is discussed and exemplified, and [Subject] – Terminology, where the vocabulary of the subject field is treated.
sa Authorship – Handbooks, manuals, etc.
English language – Technical English
French language – Technical French
Italian language – Technical Italian
Russian language – Technical Russian
Science news
Technical reports
x Engineering – Authorship
Science – Authorship
Scientific writing
Technology – Authorship
xx Authorship – Handbooks, manuals, etc.
Technical reports
Technology – Language
Notes under Authorship; Medical writing; Technical reports
– Problems, exercises, etc.
– Vocational guidance
See Technical writing as a profession
Technical writing as a profession
x Technical writing – Vocational guidance
Technicians in industry *(Direct)*
(TA158)
x Industrial technicians
xx Technologists
Technicolor pictures
See Color moving pictures
Technicon *(MT358)*
xx Piano – Instruction and study
Technocracy *(HB87)*
xx Capitalism
Machinery in industry
Overproduction
Socialism
Technology
Technological innovations *(Direct)*
Here are entered works dealing with fundamental technological improvements or changes in materials, production methods, processes, organization, or management which increase efficiency and production. Works dealing with new inventions are entered under the heading inventions.
sa Machinery in industry
Suggestion systems
also subdivision Technological innovations *under subjects, e.g.* Building – Technological innovations; Machine-shops – Technological innovations
x Innovations, Technological
Technical innovations
xx Industrial management
Inventions
Machinery in industry
Technology
Technological museums
See Industrial museums
Technological societies
See Technical societies
Technological unemployment
See Unemployment, Technological
Technologists *(Direct)*
sa Technicians in industry
xx Engineers
Technologists, American, [French, etc.]
Technology *(Direct) (T TX)*
sa Building
Chemistry, Technical
Classification – Books – **Technology**
Electric engineering
Engineering
Industrial arts
Industrial management
Inventions
Machinery
Manufactures
Membranes (Technology)
Mills and mill-works
Mineral industries
Railroad engineering
Separation (Technology)
Technical education
Technocracy
Technological innovations
Unemployment, Technological
also names of specific industries, arts, trades, etc., e.g. **Clock and watch making, Printing, Tailoring**
x Applied science
Arts, Useful
Science, Applied
Useful arts
xx Industrial arts
– Abbreviations
sa Technology – Notation
x Symbols (in science, technology, etc.)
xx Technology – Notation
– Anecdotes, facetiae, satire, etc.
– Authorship
See Technical writing
– Bibliography *(Z7911-7916)*
sa Industrial arts – Bibliography
– Union lists
Example under Catalogs, **Union**
– Cataloging
See Cataloging of technical literature
– Dictionaries *(T9-10)*
sa Technology – Terminology
also subdivision Dictionaries *under particular industries, e.g.* Mineral industries – Dictionaries
x Technical dictionaries
Technical terms
– History and criticism
See Technology – Lexicography
– Early works to 1800 *(T44)*
– Exhibitions
See Exhibitions
– Film catalogs
x Industrial arts – Film catalogs
– History *(Indirect)*
sa Industrial arts – History
– Information services
sa Machinery – Trade and manufacture – Information services
– Juvenile literature *(T48)*
– Language *(T11)*
sa English language – Technical English
French language – Technical French
Italian language – Technical Italian
Russian language – Technical Russian
Technical writing
x Technical vocabulary
– Lexicography
x Technology – Dictionaries – History and criticism
– Museums
See Industrial museums
– Notation
sa Technology – Abbreviations
xx Technology – Abbreviations
– Philosophy *(T14)*
sa Machinery in industry
Technology and civilization
xx Machinery in industry
Technology and civilization
– Pictorial works
– Societies, etc.
xx Technical societies
– Statistics
– Study and teaching
Here are entered works dealing specifically with methods of instruction in technology. General works on education in technology are entered under Technical education.
Note under Technical education
– Subject headings
See Subject headings – **Technology**
– Terminology *(T9-10)*
sa Industrial arts – Terminology
x Technical terms
xx Technology – Dictionaries
– Translating
x Technical translating
– Translating services *(Direct) (T11.5)*
– Vocational guidance
x Technology as a profession
Technology and civilization *(History, CB478; Sociology, HM221)*
sa Machinery in industry
Social problems
Technology – Philosophy
x Civilization and machinery
Civilization and technology
Machinery and civilization
xx Civilization
Social history
Social problems
Technology – Philosophy
Technology and law
x Law and technology
Technology as a profession
See Technology – Vocational guidance
Teco Indians *(F1219)*
x Cuitlatecos
xx Aztecs
Indians of Mexico
Tecpanecas
See Tepanecas
Tectonics (Geology)
See Geology, Structural
Teda (African people)
See Tibbu (African people)
Teda language
xx Kanuri language
Teeko (Game) *(GV1469.T)*
Teen-age
See Adolescence.
Teen-age drivers
See Juvenile automobile driver-

HOW TO USE LIBRARY OF CONGRESS SUBJECT HEADINGS:

The purpose of this is to direct you from the terminology known by you to that used as subject headings in the card catalog.

Subject headings used in the card catalog are indicated in bold face.

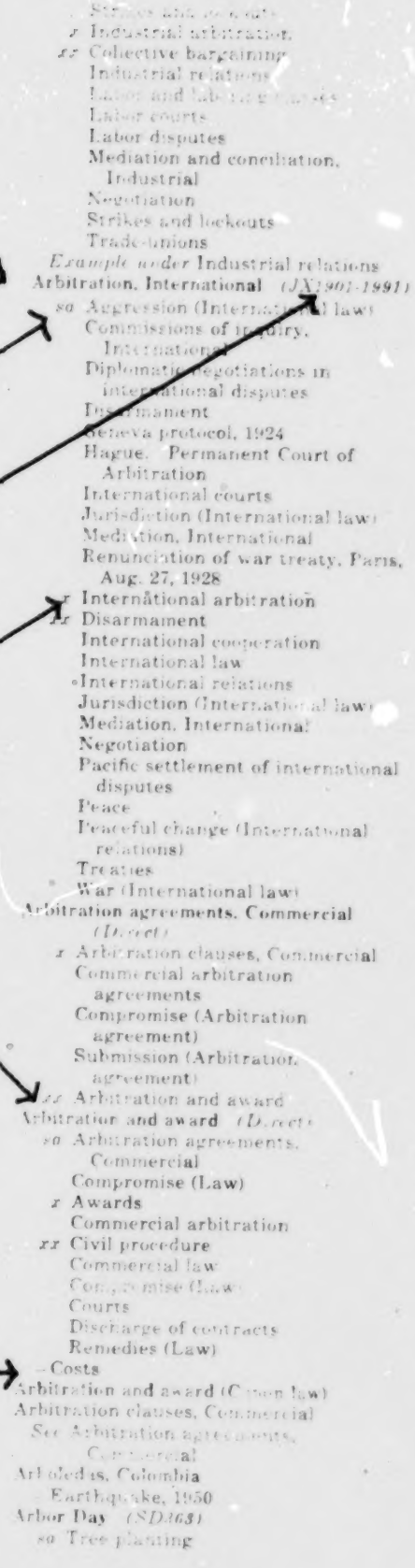
The "see also" notation indicates more specific subject headings in the card catalog to be checked.

Library of Congress classification for the subject heading - good for browsing.

A single "x" notation indicates an invalid subject heading, which if looked up in this listing, would refer back to the subject heading listed above in **heavy print**. Just to see how this works, look up "International arbitration" in this book.

The "xx" indicates subject headings in the card catalog which are broader and encompass the subject heading listed above in **heavy print**. When material is not located under the more specific subject heading, try the broader subject heading and in the index of those books, again try the specific subject.

The dash preceding "Costs" indicates a subheading for the subject heading "Arbitration and award". A book dealing specifically with the costs of arbitration and award would be listed in the card catalog under the subject heading: ARBITRATION AND AWARD - COSTS.



SECTION IV: PERIODICALS AND PERIODICAL INDEXES

In addition to the book material you find on a given subject, much additional information can be found in the hundreds of periodicals published in this country and elsewhere. Your investigation of a topic is seldom complete until you have searched through periodical literature as well as through reference books and the card catalog.

Periodicals contain the most up-to-date information on a given topic and are especially important for science and other rapidly developing fields where information is often obsolete by the time it is released in book form. Professionals regularly peruse periodicals to maintain current awareness of developments and trends in their fields.

The periodicals subscribed to by the BSU Library are shelved alphabetically by title in the Periodicals Department on the third floor. Red covered printouts located at the Periodicals Desk and in the Reference Department list these journals alphabetically. Except for some annual publications, such as proceedings and transactions, periodicals are not listed in the card catalog.

Just as the card catalog is the index to the contents of the book collection, printed periodical indexes list the contents of magazines by subject, and sometimes by author. These indexes give complete citations (author, title, volume, page, and date) to the periodicals in which the articles will be found. There are special indexing tools to the periodical literature in a particular field, i.e. Education Index, Art Index, Music Index, Crime and Delinquency Literature, and others.

Most of these indexes are arranged by subjects, some by author and subject. Entries contain a complete citation, all that you will need to go directly to a specific article in a specific journal issue. It is important to copy the complete citation for the desired article; otherwise a second search may be necessary to find the information for bibliographies or footnotes.

Sample citation and explanation:

JUVENILE DELINQUENCY[a]
What we don't know about delinquency: [b] with study-discussion program by E. Harris[c] and D. Harris. PTA Mag[d] 63[e]: 5-8[f] Ja '69[g].

a) "Juvenile delinquency" is the subject of the article.

b) "What we don't know..." is the title of the article.

c) E. Harris is one of the authors of the article.

d) An abbreviation for PTA Magazine. This is the full title of the magazine. The "List of Periodicals Indexed" in the front of each index volume gives the full title of magazines. You will need the full title to locate the periodical in our collection.

e) This is the volume number of the magazine.

f) These are the pages on which the article is located.

g) This is the date of the magazine, the January, 1969 issue.

Two helpful sections are often included with the prefatory material in indexes. One section lists the abbreviations used in the index for periodical titles, i.e., "Educ Res" for Educational Research. The other section lists miscellaneous abbreviations such as "bibliog." and "il". The first means that the article contains a bibliography, and the latter means that the article is illustrated.

When you have found a reference in one of the indexes*, check the print-out to see if BSU Library has the periodical you need. Be sure to check that we have the volume number you need as well The print-out gives our holdings for each title as well as the floor on which you will find it.

BSU Library has two print-outs: a red covered one that lists journals alphabetically by title; a gray covered one which lists journals alphabetically within broad subject fields.

Sample print-out entry:

TODAYS SPEECH (1) V.1-22 (2) EI (4) SPEECH 3 (5)
1953-74
PARTLY ON (3)
MICROFILM

This means that: 1) we have the journal Todays Speech, 2) our holdings start with volume 1 (1953) and continue to 1974, ending with volume 22; 3) some of the issues are on microfilm (which is shelved with the journal on the open stacks); 4) it is indexed by Education Index (EI) and its subject matter is concerned with speech, and 5) the journal is held in the Periodicals Department, third floor.

These entries are explained in detail in the front and back of every red covered print-out.

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*If the journal you need to use is not covered by one of the subject indexes there are still ways to find the information it contains. Many journals publish their own indexes which are then bound in the back of the volume to which they pertain. Often they will publish cumulative indexes covering several years. If no indexes are published the only recourse is to check the table of contents for each issue.

SECTION V: EDUCATION RESOURCES INFORMATION CENTER (ERIC)

Before you begin this section use the material listed below which is on reserve at the Curriculum Media Center Desk on the first floor of the BSU Library.

On reserve is a series of materials which will explain the ERIC system. These materials include the following:

Filmstrip and cassette: LEARNING TO USE RIE, & mock-up level 2 of RIE
Filmstrip and cassette: DOING AN ERIC SEARCH, & mock-ups level 3 of the Thesaurus and RIE.

Some notes on using the sound filmstrips:

1. The desk attendant will give you earphones and instruct you in the use of the wet carrels.
2. Advance the filmstrip to the picture which follows the focus symbol. Each time you hear a beep on the tape, advance the filmstrip.
3. When doing the exercises called for on the last two filmstrips, shut off the tape recorder when it says to pause and consider. When you are ready to proceed, turn on the recorder - it moves too rapidly otherwise. On the cassette DOING AN ERIC SEARCH, you need do only the exercises on the Thesaurus of ERIC Descriptors. The exercises need not be turned in. View the section on CIJE.

The Education Resources Information Center (ERIC) is a national information system established by the U. S. Office of Education in June, 1964. ERIC is responsible for producing two indexes: Current Index to Journals in Education (CIJE) and Resources in Education (RIE). Both of these indexes are shelved alphabetically by title in the Reference Department Index Area.

CIJE is an index to periodical articles. To see whether the BSU Library owns the periodical needed check the red covered periodicals print-out. RIE basically covers unpublished research reports, though it does include some books and government documents. There is also a thesaurus (Thesaurus of ERIC Descriptors) for these two indexes. It is held with RIE in the Index Area.

In addition to the filmstrips, there is a yellow pamphlet (A Library User's Guide to ERIC, by Robert Simmons) held with RIE in the Index Area which presents a brief overview of how to use the ERIC thesaurus, etc. It is especially helpful for the material on page 10 which illustrates some ways to cite ERIC documents in bibliographies and footnotes.

The ERIC microfiche collection described in the tapes and booklet is housed in the Reference Department. Documents found in RIE are held in microfiche cabinets at the Reference Desk. Give the ED number to the Reference Librarian who will find the document for you. All priced items (those without the double slash mark) will be available on microfiche. To locate items which state "NOT AVAILABLE FROM EDRS" ask the Reference Librarian. Some may be found in our documents or book collections and for some you may have to write to the issuing agency to get copies.

SECTION VI: NEWSPAPER INDEXES AND MICROFILM

Some newspapers publish their own indexes. These are useful not only for finding a particular article in that paper, but also for pinpointing the date an event happened. Once the date is known, information in other papers can be located. Page twenty-six contains an explanation of the date and page system used in each newspaper index. The following newspaper indexes are received at BSU and are held in the "Newspaper Index Area" on the high stack opposite the Reference Desk.

New York Times Index.

Began in 1851. We are fortunate to have the complete set. The current semi-monthly indexes which are cumulated annually keep it up-to-date.

This is a carefully made subject index giving exact reference to date, page and column, and plentiful cross references to names and related topics. The brief synopses of articles answer some questions without reference to the paper itself. The backfiles of the newspaper are on microfilm and available in the Periodicals Department.

See page 27 of this discussion for detailed information on how to use the New York Times Index.

One point to be aware of: From 1851 to 1905 multiyear volumes were published. These are tricky on two counts:

1) Each volume is not cumulative, but contains a series of separate indexes covering each year or parts of each year. YOU MUST CHECK EACH SECTION.
2) Also during this time period the indexes were further split into sections covering editorials and sections covering news. YOU MUST FIRST FIND THE RIGHT TIME PERIOD AND THEN CHECK EITHER THE EDITORIAL SECTION OR THE NEWS SECTION DEPENDING ON THE TYPE OF ARTICLE YOU ARE RESEARCHING.

Christian Science Monitor Index

Lists the subject of an article first, with subheadings, then its title, or very brief information from the article. The month, day, page and column are given for various editions of the paper. At BSU Library, we receive backfiles on microfilm of the Eastern edition. That reference is in the first column of the index; the second column lists the reference for the Western edition, which is the one we receive as a current daily newspaper. There are many cross references to related topics. Indexing began in 1960. (We have 1969 - date).

The Wall Street Journal Index.

BSU Library has this index from 1958 to date. Compiled from the final Eastern edition of the Wall Street Journal, it is in two parts: corporate news in the first section; general news in the second section.

The coding method for locating an article is based on four figures which appear at the end of each index entry. The first gives the month; the second, the date; the third, the page; the fourth, the column. Thus "1/2-7; 3" is read: Issue of January 2, page 7, column 3.

The corporate news is an alphabetical list of articles about corporations. The general news is also a subject index which gives brief synopses of articles. There are many "see references" to guide you to the subject term used. Twelve monthly issues of the index are published and are cumulated annually. The exact date may be used to locate an article in our microfilm copy.

Minneapolis Tribune and Star Index 1971-date

Monthly, with semiannual cumulations. BSU Library binds these two semiannual cumulations into one volume, so be careful to check each section when using. Before 1971, use the New York Times Index as a guide to information in the Minneapolis Star and the Minneapolis Tribune. We have the Minneapolis Tribune on microfilm since 1867, and the Minneapolis Star since 1971.

St. Paul Dispatch-Pioneer Press Index. 1971-date

Monthly, with semiannual cumulations. At the back of each July-December cumulation of this index is a separate subject index to the Minnesota legislative session and to Minnesota legislators. We have the St. Paul Pioneer Press on microfilm since 1948, and the St. Paul Dispatch on microfilm since 1971.

For a holdings list of newspapers to which BSU Library subscribes, check the grey covered subject periodical print-out under the subject heading "newspapers."

All of the above indexes are shelved in the Reference Dept. opposite the Reference Desk. The backfiles of newspapers on microfilm are housed in the Periodicals Dept.

New York Times Index (1975)

ACCIDENTS and Safety. See also Airlines. Airplanes. Atomic Energy—US—Elec Light, Ap 1,2,3,5,6. Baseball—National League, New York Mets, Ap 10. Buses, Ap 2. Educ—NYS—Equal Educ, Ap 3. Fires. Fireworks, Ap 8. Horse Racing—Jockeys, Ap 13. NYC Transit System—Accidents. Oil—Africa—South Africa, Ap 15. RRs—USSR, Ap 9. RRs—Yugoslavia, Ap 9. Ships—Accidents. Weather—US—NYC Met Area, Ap 5. Yale University, Ap 2. Types of natural disasters, eg, Avalanches, Earthquakes, Floods. Holiday names. Personal names.

Members of consumer orgns interested in serving on advisory coms of US Consumer Product Safety Comm invited to apply for membership (S), Ap 2,50:4. Consumer Product Safety Comm says, Apr 7, it will order several thousand cos to surrender chem formulas to 21,000 products so it could determine if they are dangerous, says information, including make-up of all aerosols used in the home, has been sought unsuccessfully on a voluntary basis for last several mos; Comr R David Pittle says comm will publish order requiring data by May 15 under threat of civil and criminal penalties (S), Ap 8,27:1.

See also references

Ap 8, 27: 1 (April 8, page 27: column 1

Wall Street Journal Index (1975)

PETROLEUM

A question mark still hangs over foreign tax credits for oil companies; Tax Reduction Act denied credits for foreign income taxes paid on oil and gas extracted in the taxing country: first, if the price isn't fair market value, and second, if the oil company has no 'economic interest' in the oil. 4/2-1;5

4/2-1;5 (April 2-page 1; column 5)

Christian Science Monitor Index (1973)

		EDITION						LONDON & OVERSEAS
		EASTERN		WESTERN		MIDWESTERN		
SMOKING ADVERTISING PV HOW TO REDUCE SMOKING	O	13- E-3	O	13- E-3	O	13- E-3	O	13- E-3
RW AGREES WITH MR. DRUMMOND	N	5- E-6	N	6- E-6	N	6- E-6	N	6- E-6
INCREASE N CIGARETTE INCREASE AGAIN	S	21- 8-6	S	21-13-6	S	21-13-6	S	21- 8-6
JAMES I OF ENGLAND HIS ESSAY WRITTEN 1604	JY	28- E-6	JY	20- E-6	JY	30- E-6	JY	28- E-6
PUBLIC AREAS NONSMOKERS WIN BATTLES	N	1- 1-5	N	2- 1-5	N	2- 1-5	N	1- 1-5
SMOKERS ANON, HOW THEY PUT OUT LAST CIGARETTE			N	20-11-1	D	3- E-1	N	20- 9-1
STATISTICS N CIGARETTES PER PERSON-10 YR. DECLINE			N	8-11-0				

SEE ALSO UNDER APPROPRIATE HEADING: CALIFORNIA; CHESS; CONGRESS, U.S.; COUNCIL OF ... FROM; INSURANCE, U.S.; JAPAN; NEW ACHIEVETTE; MILITARY, U.S.; NIXON, RICHARD; NORWAY; SWEDEN; TELEVISION; TRAVEL; ALSO FLORIDA-ST. PETERSBURG (F-73); NEW YORK STATE-CIGARETTE HOTELL ...

ALSO HIGH SCHOOL SMOKING UNDER EDUCATION, U.S.

O 13-E-3

Oct.13-page(editorial)-column

Minneapolis Tribune and Star Index (1975)

SUBJECT	DATE PAPER	NOTATION
BASKETBALL	751104 D03S	U MAY SEEK ANOTHR EXTENSN ON NCAA REPORT DEADLINE
	751... D03S	MUSSELMANS SAN DIEGO SAILS MAY FOLD
	751104 D01S	MUSSELMAN OUT OF JOB WHEN SAILS FOLD
	751112 D01T	SAN DIEGO TEAM FOLDS/OLBERDING TO PLAY FR OTHER TEAM
	751113 D05S	SPURS'DRAFT OLBERDING
	751113 D01T	MARK OLBERDING DRAFTED BY SAN ANTONIO SPURS

751104 D03S

1975 Nov.4 Sect.D, p.3 (STAR)

St. Paul Dispatch-Pioneer Press Index (1975)

Year, Month, Day → Sect. Paper Page

YETKA LAWRENCE	750917	07D	1	JUSTICES ASK 37% PAY HIKE-YETKA-IL
	750924	06D	18	2 LETTERS ON JUDGE YETKAS CLAIM LOW SALARY
	750926	01P	21	REP WENZEL BLASTS $40,000 WOES OF YETKA
	750926	08D	4	REPLY TO YETKA-LTRS BY KARSE-SIMON-HARRIS
	750927	01P	2	DISP PP CORRECTION-YETKA IS ASSOC JUSTICE

HOW TO USE THE NEW YORK TIMES INDEX

The Index is the only service that presents a condensed, classified history of the world as it is recorded day-by-day in The New York Times. It consists of abstracts of news and editorial matter (*entries*) entered under appropriate headings. Headings and their subdivisions, if any, are arranged alphabetically; the entries under them are arranged chronologically. Each entry is followed by a precise reference—date, page and column—to the item which it summarizes. All related headings are covered either by cross-references or by duplicate entries.

SOURCE: The Index encompasses the news and editorial matter in the final Late City Edition of The Times—the same edition that is microfilmed—including the Sunday supplementary sections and including advertisements that are related to the news and likely to be of interest to users. Material is omitted only when it is of such transitory interest as to have no discernible research value.

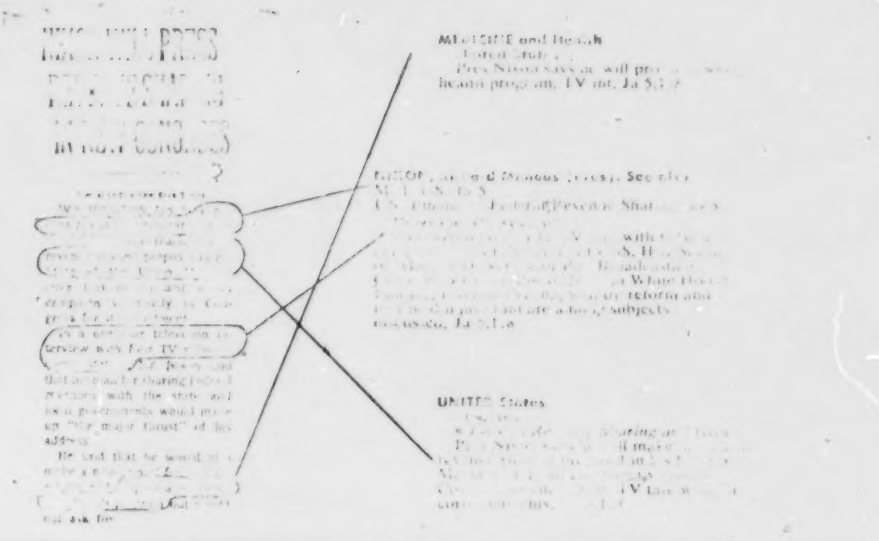
HEADINGS: Whenever possible, entries are made under "subject" headings (e.g., Agriculture, Housing, Steel). Under geographic headings will be found, usually, only material on the government, general defenses, finances, economy, politics and social conditions of the country; i.e., material too broad to fit under subject headings. Names of persons and organizations are usually covered by cross-references to the subjects of their activities. Entries are made under the most specific heading (e.g., material on the steel industry under Steel, and not under Metals), except where the amount of material is too small or where it is advantageous to collect related material under a single heading. Book reviews, deaths, news of art, crime, entertainment and sports, letters to the editor and some other types of news are generally indexed under subject headings only.

Alphabetization: Headings are alphabetized on a word-by-word basis (New York before Newark). Inverted headings precede uninverted headings (New York, State Univ. of, before New York State). Headings beginning with a prefix are treated as though the prefix were a part of the next word (Pan American afts; Panama). Abbreviated headings appear alphabetically (CIT before Citizens), not at the start of each letter.

Inversions: Multiple-word headings are inverted if a word other than the first is deemed to be the "key word" in identifying the heading (e.g.,United Steelworkers of America to Steelworkers of America, United). Personal names containing a prefix are entered under the prefix if the person is an American or British national (e.g., de Mille, Agnes), and usually under the word following the prefix for other nationalities (e.g., Gaulle, Charles de). An effort is made to observe national or personal preferences whenever they can be ascertained.

SUBDIVISIONS: Headings are subdivided whenever the amount of material entered there warrants it and the nature of the material permits. Subdivisions consist of **Main Subheads** (set thus in bold-face type) and, where further subdivision is necessary, of *Secondary Subheads* (set thus in italics and preceded by a bullet symbol •). Both types of subheads are arranged alphabetically. Material that does not lend itself to classification under subheads appears directly under the main heading. Material that does not lend itself to classification under secondary subheads appears directly under the main subhead.

ENTRIES: Entries are by no means limited to a minimal indication of the general content of the item from which they derive, to the contrary, they seek to present concisely all the significant material which is pertinent under a given heading. Entries are made under all headings where the item may be pertinent and which are not covered by appropriate cross-references, and sometimes in addition to such cross-references.



listings under Book Reviews, Deaths, Theater—Reviews, and the like, where an alphabetical arrangement is clearly preferable.

When a news story is accompanied by the text or transcript of official statements or documents, or by photographs, cartoons, maps, graphs or other illustrative material, the entries specify that such material is included.

Entries of unusual interest are set in bold-face type. Under headings containing a large number of entries, these bold-face entries are useful guideposts in the search for an item whose date the reader may not know.

(L) (M) (S) Beginning with the issue of January 1-15, 1974 all abstracts of news stories will include these story length indicators. Abstracts of editorials, editorial page columns and reviews will not include the indicator.

(L) indicates a long story of over 2 columns; (M) a medium sized item of up to two columns; (S) a short item of half a column or less.

DATE, PAGE, COLUMN REFERENCES: Each entry concludes with the date, page and column of the story's publication in The Times (e.g., My 1, 1:8 means that the story was published on May 1, page 1, column 8). Sunday sections other than the main news sections are identified by Roman numerals following the date (e.g., in My 6, IV, 3:4 the numeral IV denotes the News of the Week in Review section).

If an entry summarizes a news story which begins on one page and continues on another, the reference is to the page on which the story begins. If an entry summarizes material found only in the continuation, the reference is to the page of the continuation, and not to the beginning of the story.

Since most international, national and general news now appears everywhere almost simultaneously, the date references indicate when the news may have appeared in other publications. However, The Index cannot be used to obtain *precise* references to other publications or to editions of The Times other than the final Late City Edition. The reader is also cautioned that the date references in The Index denote the dates of publication in The Times, and not the dates of the events themselves.

CROSS-REFERENCES: Cross-references are arranged in alphabetical order, except that cross-references to general categories of headings (e.g., Food. See ones. Cross-references guiding to a single entry under another heading will show not only the heading or subhead where that entry is located but also the date of the entry if necessary.

Cross-references do not indicate the specific content of the entries to which they refer, and should not be so construed. Thus a cross-reference from a person's name to a crime heading cannot and does not indicate whether that person is a defendant, a witness, a prosecutor, or a person merely commenting on the subject but not a party to it.

Many terms are cross-referenced to headings where these terms are used as subheads. Sometimes the cross-reference does not spell out the subhead, when it is obvious, but leaves it implied. (For example: **ACCIDENTS and Safety. See also** Airlines. Under the heading Airlines, a subhead Accidents and Safety will be found.)

Sometimes cross-references are made from names of persons or organizations to entries in which these names are not brought out but implied. Thus the entry "school and board representatives comment on budget" would be applicable to any person from whose name a reference to this entry had been made.

Cross references are made from country names to United Nations and to other international organizations of which the given country is a member. Such cross-references are intended to cover, at times implicitly, the country's participation in all of the organization's activities, whether these are indexed by entries under the organization directly, or by cross-references from the organization's name to subjects.

In converting the Index to the dual role of printed index and data base for an information bank, many changes in subdivisions and cross-references have been made. To conform to thesaurus procedures, "use" references guide the reader from a synonym or an inverted term to the preferred form. A "see" cross-reference is used when the term from which it runs, although a legitimate search term, is not open for entries. "See also" cross-references guide from headings that may be opened for entries to other headings where relevant material is entered.

ADDENDA AND ERRATA: Corrections for current and earlier volumes appear in the back of each Annual. Corrections are also printed when necessary in the back of semi-monthly issues. The publishers wish to make The Index as accurate as possible, and will be grateful if subscribers will bring to their attention any inaccuracies they may

SECTION VII: SOME OTHER USEFUL INDEXES

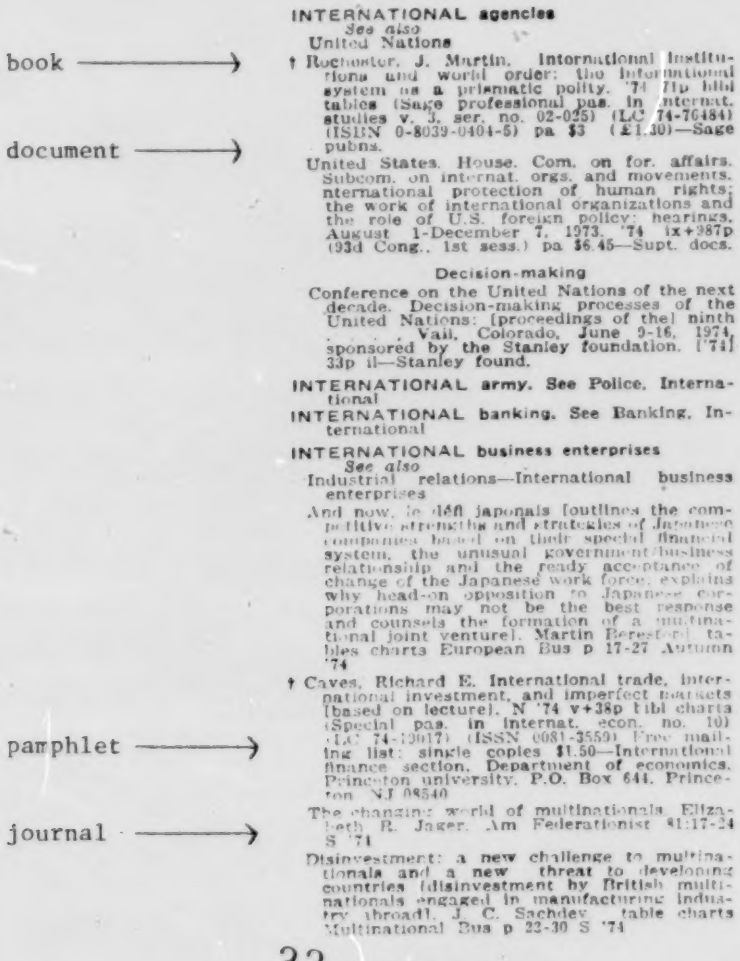
PUBLIC AFFAIRS INFORMATION SERVICE (PAIS) - (Index Area)

PAIS is especially valuable for the areas of economics and public affairs, but it is a good source for almost every topic of current interest. It indexes not only periodicals, but also books, pamphlets and government documents. Publications of all kinds from all English-speaking countries are included.

PAIS includes yearly volumes with weekly editions cumulated quarterly. The "Key to Periodical References", the "Directory of Publishers and Organizations", and the "List of Publications Analyzed" are all located at the beginning of each yearly volume.

To locate the materials once you have used PAIS to gather citations, remember to check the periodicals print-out for journal titles, the card catalog for books, and the Reference Desk for pamphlets and government documents.

Sample page:



INTERNATIONAL agencies
See also
United Nations

† Rochester, J. Martin. International institutions and world order: the international system as a prismatic polity. '74 71p bibl tables (Sage professional pas. in internat. studies v. 3, ser. no. 02-025) (LC 74-76484) (ISBN 0-8039-0404-5) pa $3 (£1.30)—Sage pubns.

United States. House. Com. on for. affairs. Subcom. on internat. orgs. and movements. International protection of human rights; the work of international organizations and the role of U.S. foreign policy: hearings, August 1-December 7, 1973. '74 ix+287p (93d Cong., 1st sess.) pa $6.45—Supt. docs.

Decision-making

Conference on the United Nations of the next decade. Decision-making processes of the United Nations: [proceedings of the] ninth . . . . . Vail, Colorado, June 9-16, 1974, sponsored by the Stanley foundation. ['74] 33p il—Stanley found.

INTERNATIONAL army. See Police, International

INTERNATIONAL banking. See Banking, International

INTERNATIONAL business enterprises
See also
Industrial relations—International business enterprises

And now, Ie défi japonais [outlines the competitive strengths and strategies of Japanese companies based on their special financial system, the unusual government/business relationship and the ready acceptance of change of the Japanese work force, explains why head-on opposition to Japanese corporations may not be the best response and counsels the formation of a multinational joint venture]. Martin Beresford. tables charts European Bus p 17-27 Autumn '74

† Caves, Richard E. International trade, international investment, and imperfect markets [based on lecture]. N '74 v+38p bibl charts (Special pas. in internat. econ. no. 10) (LC 74-13017) (ISSN 0081-3559) Free mailing list; single copies $1.50—International finance section, Department of economics, Princeton university, P.O. Box 644, Princeton, N.J. 08540

The changing world of multinationals. Elizabeth R. Jager. Am Federationist 81:17-24 S '74

Disinvestment: a new challenge to multinationals and a new threat to developing countries [disinvestment by British multinationals engaged in manufacturing industry abroad]. J. C. Sachdev. table charts Multinational Bus p 23-30 S '74

book →

document →

pamphlet →

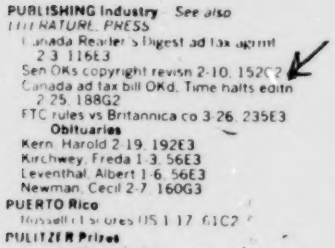
journal →

FACTS ON FILE: A WEEKLY WORLD NEWS DIGEST (Ref/D/410/.F3)

This source is most useful for finding or fixing a date when something happened. It is one of the most current sources of information in the library because it is so prompt. The material is digested from major newspaper reports into short, factual reports. Arrangement is by broad subject headings with bi-weekly indexes and cumulative quarterly and annual indexes.

An example of its use follows:

To locate the latest Senate action on Copyright Law see the latest cumulative index at the back of Facts On File. The following is your entry.



2-10 means February 10; 152 means page 152;

C means section "C" of the page; and,

2 means column 2.

The following excerpt shows Facts On File's treatment of the Senate action.

lated the air space or sovereignty of another country, was voted down conclusively, 79-8.

Military grants to foreign countries would be phased out by Oct. 1, 1977, although Congress could approve grants on a country-by-country basis after that date.

American arms exports in fiscal 1975 were over $10 billion, and had at least tripled since 1971.

Legislation setting controls on arms traffic was also under consideration in the House.

House approves Conrail funds. The House Feb. 18 voted 298-95 to appropriate $2.031 billion for fiscal years 1976-79 for the Consolidated Railway Corp. (Conrail), a federally funded corporation established in 1975 to operate Penn Central and six other bankrupt railroads. The funds would go to the U.S. Railway Association (USRA), which would use them to purchase Conrail securities. [See p. 68G3]

The committee report on the bill recommended an appropriation of $1.921 billion. An amendment added $110 million to this figure, when it was learned that Conrail would have to operate 2,000 more miles of track than originally thought, two private

that the government's role in Conrail amounted to an exercise of eminent domain, instead of merely the necessary intervention involved in reorganizing bankrupt companies. It was estimated that government liability, were such claims accepted, could reach $14 billion.

Conrail was due to begin operations April 1 with 17,000 miles of track. Besides federal funding, it expected to borrow $1.4 billion commercially to purchase freight cars and locomotives.

Senate passes revision of copyright law. The Senate Feb. 10 voted 97-0 to approve a bill which would make substantial revisions in the 1909 law that presently defined copyright.

The bill would extend copyright protection in the U.S. to 50 years after the author's death, as was the law in most countries (present U.S. law gave protection for 56 years after the copyright was obtained). Under the bill, an author could not prevent a literary work from being used by a public broadcaster, but the author would have to be paid a just royalty for any such use. "Reasonable" royalty rates would be determined by a "copyright royalty tribunal" which would be established by the bill in the Library of

The Economy

January jobless rate falls to 7.8%. The nation's unemployment rate declined for the third straight month in January to a seasonally adjusted 7.8% of the work force, the Labor Department announced Feb. 5. The .5 percentage point decline from December 1975 was the sharpest drop in the index since 1959 and reduced the month's jobless rate to just below the 7.9% rate set in January 1975. Unemployment had peaked at 8.9% (revised) in May 1975. [See below; pp. 20F2, 21C1]

The month's drop in unemployment was paired with a near-record gain in employment. The number of persons holding jobs increased 800,000 during January, after rising 200,000 in the previous month. Since reaching a recession low in March 1975, employment had increased 2.1 million, with most of the gain occurring since October 1975.

Administration economists were very encouraged by the January index. According to a Treasury Department economist, the report was a sign "the economy is proceeding at a much more rapid pace than that indicated by the sluggish-growth theorists."

"That has important implication for the

CONGRESSIONAL QUARTERLY SERVICE WEEKLY REPORT (Ref/JK/.C66)

This weekly report contains a condensation of the major congressional and political activities of the previous week, including information on bills, table of roll-call votes, etc. Quarterly indexes cumulate throughout the year.

An example of its use follows:

To locate the latest information on Senate action on Copyright Law see the latest CQ cumulative index and the following entry:

U.S. Copyright Laws
Opening debate - 335
Senate action - 482
U.S. Forest Service
Alpine Lakes wilderness - 1344, 1811
Calloway ski resort - 806, 783
Clearcutting controversy - 1179, 1180, 1182
Forest management reforms - 1181
Grazing permits extension - 1120

This entry means the information is found on page 482. Paging is continuous throughout a session.

Below is an excerpt from the article in Congressional Quarterly Weekly Reports.

The committee rejected by a 5-13 vote an amendment offered by Wendell H. Ford (D Ky.) to keep the six-month daylight time period of the 1966 law.

Floor Action

The Senate debated several alternative proposals Feb. 23 and 25 before approving a compromise version of the bill by a 70-23 vote. *(Vote 43, p. 492)*

Ford Amendment Rejected

Ford offered an amendment to reduce daylight saving time to five months, from the last Sunday in April to the last Sunday in September.

Although extended daylight saving time might meet the recreation needs of many urban Americans, Ford said, it would be a detriment to farmers and construction workers, who would be forced to work in darkness in the early morning hours. Farmers would have an additional problem, Ford claimed, because workers they hired would want to leave at 5 p.m. quitting time, although hours of daylight still remained.

Ford was joined by Walter (Dee) Huddleston (D Ky.), who contended that, regardless of the Transportation Department studies, school children were in greater danger going to school in the dark than if they were traveling in daylight. Huddleston pointed out that in many areas of school busing, children were required to be at school much earlier than normal.

Supporters of the bill defended the Transportation Department statistics concerning reductions in energy use and traffic fatalities and claimed again that there would be no increased danger to school children.

The Ford amendment was rejected by a 31-62 vote. *(Vote 41, p. 492)*

Senate Passage:

Copyright Law Revision

The Senate by a unanimous 97-0 vote passed a bill (S 22) Feb. 19 to provide the first general revision of the U.S. copyright laws since 1909.

The product of 15 years of debate, S 22 was designed to streamline and update a welter of laws and regulations that had long been outdated by technological innovations in such areas as motion pictures, sound recording and photocopying.

The Senate had passed similar legislation in 1974, but the House did not take action. *(Background, 1974 Almanac p. 286)*

S 22 for the first time would require compulsory licensing of and royalty payments by public broadcasting stations, cable television systems and jukebox owners, all of whom previously had been exempted from copyright liability. Compulsory licensing, which already applied to the record industry under existing law, permitted licensees to use copyrighted material simply by paying a regular annual fee to a central royalty repository, instead of having to negotiate payment and conditions for each use with individual copyright owners.

To bring U.S. laws into closer conformity with foreign laws, the bill also would relax barriers against protection of foreign works and would extend the duration of copyrights to the lifetime of the creator plus 50 years, from the existing maximum of 56 years.

Addressing a major controversy that arose with the age of photocopying, S 22 would limit copying of copyrighted works by schools and libraries. And for the first time, it would codify the judicial doctrine of "fair use," the free use of portions of copyrighted material for such purposes as quotation in other works, teaching, news reporting, parody,

SECTION VIII: ESSAY AND GENERAL LITERATURE INDEX AND BOOK REVIEW INDEXES

ESSAY AND GENERAL LITERATURE INDEX (Index Area)

This series is an index for collections of essays, articles, and speeches relating to subject fields in the humanities and literature, but also covers many related fields such as psychology, sociology, etc. Check it for just about any subject, including critical reviews of an author's works. Authors are included as subjects and in many cases articles about the individual works of an author will be included. References are all to shorter works printed within book materials, such as collections of readings. No periodicals are included.

Sample entry:

Sculpture, African
Bay, E. G. The heart-shaped face in African art. *In* African images p252-67

Sculpture, African ---SUBJECT HEADING
Bay, E. G.---AUTHOR OF ARTICLE
The heart-shaped face of Africa---TITLE OF THE ARTICLE
African images---MAIN ENTRY of THE BOOK THE ARTICLE IS IN
p.252-67---THE PAGES IN THE BOOK <u>African Images</u> ON WHICH THE ARTICLE APPEARS

Once you have a citation, the next step is to check the "List of Books" in the back of the volume to get full bibliographic information.

Sample entry:

African images; essays in African iconology. Ed. by Daniel F. McCall [and] Edna G. Bay. [Published for The African Studies Center [by] Africana Pub. Co. 1975 326p (Boston University Papers on Africa, v6) ISBN 0-8419-0147-3. LC 74-12204

These entries are arranged alphabetically and give title, author (or in this case editor) place and date of publication, publisher, pagination, series (if any). Often there will also be a penciled notation in the left margin showing the call number in our collection. If the notation is to a Library of Congress number, you can go right to the stacks. If the notation is to a Dewey number, or if there is no number noted, check the card catalog. Books are often added after the list is initially checked.

<u>Essay and General Literature Index</u> can also be used to locate literary criticism on an author in general or on a specific work.

Sample entry:

Joyce, James

About

Hampshire, S. Joyce and Vico: the middle way. *In* Giambattista Vico's science of humanity p321-32
Hardy, B. N. James Joyce. *In* Hardy, B. N. Tellers and listeners p206-76
Lewis, W. James Joyce; excerpt from "Time and Western man." *In* Lewis, W. Enemy salvoes p99-112
Wicker, B. Joyce and the sense of an ending. *In* Wicker, B. The story-shaped world p134-50

About individual works

The dead

Wicker, B. Joyce and the sense of an ending. *In* Wicker, B. The story-shaped world p134-50

BOOK REVIEW INDEXES

Book reviews are often good sources of criticism for recent books. Several indexes are available listing reviews which appeared in magazines at the time a book was published. They are arranged alphabetically by author.

Book Review Digest (Ref/Z/1219/.C96)

This set began in 1905 and is kept up-to-date by annual volumes and current monthly issues. Arrangement is by author, with a subject-title index in the back of each volume. This subject-title index is cumulated once every five years. Book Review Digest indexes approximately 75 journals and covers the more popular fiction and non-fiction. It does not list a book until it has been reviewed a minimum number of times (twice for non-fiction and four times for fiction) and the reviews must have appeared within eighteen months of the book's publication.

Usually a brief excerpt of the 3 to 4 major reviews are included with the citation. The length of the complete review is indicated together with the information necessary for locating the complete review. Longer reviews (those over 550 words) are often helpful for locating biographical material about the book's author. The publisher, date of publication and the price is given for each book reviewed as well as suggested subject headings. These headings are Sears rather than the Library of Congress, so in order to use them to find related material the Library of Congress Subject Headings must be checked.

Book Review Index (Ref/Z/1035/.A1/B6)

This annual began in 1965 and covers approximately 215 English language journals. No excerpts, but it often will include citations to more reviews than Book Review Digest. Since it is an annual it is never as recent as Book Review Digest. Be sure to note the "Key to Abbreviations" in the front of each volume.

Index to Book Reviews in the Humanities (Ref/Z/1035/.A1/I63)

More depth of coverage for titles in the humanities, but even though it is an annual the time lag between the date of publication and the date of appearance in the Index is greater than with the other two indexes. The series began in 1960 and covers approximately 225 English language general and humanistic journals. No excerpts are included. Note the Key to Abbreviations and the numerical code key in the front of each volume.

SECTION IX: GOVERNMENT PUBLICATIONS

A government publication is a publication issued (or purchased) at public expense by authority of Congress or any other government office or institution -- national, state, or local.

They are printed and they appear in almost every form: loose-leaf, unbound and bound books, pamphlets, leaflets, newspapers, periodicals, motion pictures, filmstrips, posters, catalogs of art reproductions; some are examples of fine printing. It is said that the United States government is the largest single publisher in the world.

U.S. GOVERNMENT PUBLICATIONS

Since 1859 certain libraries have been designated as depositories for federal documents. Today there are nearly 1200 such libraries. Some are designated as regional depositories -- this means they get all deposited documents and must keep them permanently -- the University of Minnesota is such a regional. Others are selective depositories -- this means they may pick and choose which types of documents to hold and they may dispose of any document once they have held it for five years with the permission of the regional. Bemidji State University is such a selective depository.

Individuals may obtain certain government publications free but many are for sale. Free price lists are issued by many agencies and the Government Printing Office (GPO) issues free monthly lists of selected publications.

Government publications provide primary source material in many areas, especially history, the social sciences, education, personnel management, and the physical and biological sciences. Prepared by specialists who are in reality writing about their particular activities, they can be considered authoritative in the subjects they cover. They are up-to-date in that they present the latest information available to the agency which issues them. Government publications are designed for readers of all levels: the specialist, the concerned layman, the general consumer.

Our Government Documents Collection, like that of most depositories, is classified according to the scheme devised for use in the Library of the Superintendent of Documents (SuDocs). It is an agency arrangement, not a classified subject system like Dewey or LC. The initial letter indicates the government department responsible for the document. For example:

A 1.1: The A signifies the Department of Agriculture. The first number signifies the bureau or division within the dept., here "1" stands for the office of the Secretary of Agriculture.

A 13.1: The A again signifies Agriculture, and the 13 stands for the Forest Service.

The (.) is a period, NOT A DECIMAL, and serves to separate the department and its bureau from the form or type of document. For instance, (.1) always signifies annual reports, (.2) always signifies general publications,

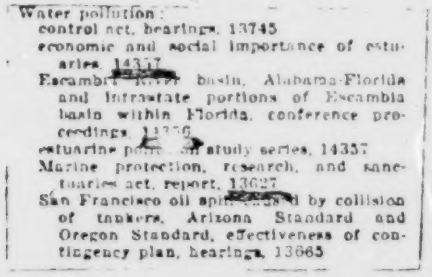
(.3) always signifies bulletins. The colon acts much like the break between a class number and the cutter in Dewey or LC, in that it separates a particular document from others in its class. Thus the following:

A 13.1:914	U.S. Dept. of Agriculture. Forest Service. Annual report for 1914
A 13.2:C42	--- General publication bearing a cuttered number, for example, "Cutting Timber".
A 13.2:L39	--- Another cuttered general publication, for example, "Logging in Los Plumas National Forest."
A 13.3:101	--- Bulletin no. 101.

MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS (On Pamphlet file)

The Monthly Catalog is to documents what the card catalog is to books and the commercial periodical indexes are to the magazine collection: It is the prime access tool for U.S. federal publications. In addition to the indexes in each issue (which are cumulated annually), there are decennial indexes covering the periods 1941-1950 and 1951-1960. There are also personal author indexes which cover 1941-1970 in four volumes. The annual indexing of the Monthly Catalog has varied from year to year. For more help in using the indexes consult the yellow guide (How to Use the Monthly Catalog) on the pamphlet file. Or, ask a librarian.

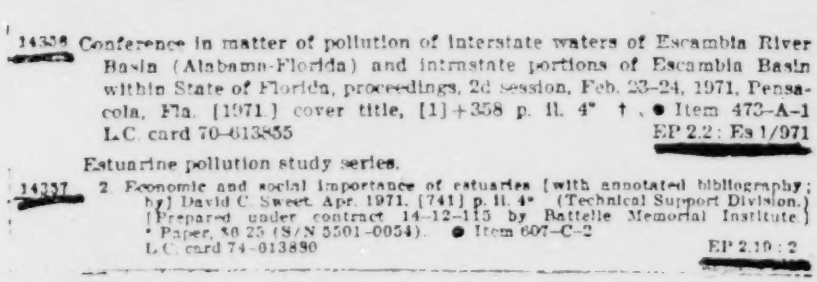
For instance, you are trying to find federal documents on water pollution. A sample index page would look like this:



Water pollution:
control act, hearings, 13745
economic and social importance of estuaries, 14357
Escambia River basin, Alabama-Florida and intrastate portions of Escambia basin within Florida, conference proceedings, 13756
estuarine pollution study series, 14357
Marine protection, research, and sanctuaries act, report, 13627
San Francisco oil spill caused by collision of tankers, Arizona Standard and Oregon Standard, effectiveness of contingency plan, hearings, 13665

Several entry numbers are listed, such as 14357, 14356, 13627. These are ENTRY numbers, not page numbers. Entries are numbered consecutively on the left hand side of the page, beginning each year with (1).

In the sample, entry numbers 14357 and 14356 are found on page 70:



14356 Conference in matter of pollution of interstate waters of Escambia River Basin (Alabama-Florida) and intrastate portions of Escambia Basin within State of Florida, proceedings, 2d session, Feb. 23-24, 1971, Pensacola, Fla. [1971] cover title, [1]+358 p. ill. 4° † . ● Item 472-A-1
L.C. card 70-613855 EP 2.2: Es 1/971

Estuarine pollution study series.

14357 2. Economic and social importance of estuaries [with annotated bibliography; by] David C. Sweet. Apr. 1971. [74] p. ill. 4° (Technical Support Division.) [Prepared under contract 14-12-113 by Battelle Memorial Institute.] • Paper, $0.25 (S/N 5501-0054). ● Item 607-C-2
L.C. card 74-613890 EP 2.10: 2

Since our Documents Collection is classified according to the SuDocs scheme, it is necessary to have this number in order to locate the document in our collection. This SuDoc number is given in the lower right hand corner of each entry.

The documents collection is located on the Main Floor (2nd) of the library in the back northeast corner of the building. Documents may be checked out for three weeks from the Reference Desk. If you cannot locate a needed document ask at the Reference Desk. We have many government publications on microform. and you will need assistance in retrieving these.

AGENCY INDEXES AND LISTS OF PUBLICATIONS

Many government agencies publish indexes or lists of the publications they issue. These are usually selective in nature and may be by subject or simply a list of publications issued in a given time period. The latter include such lists as these: Bureau of the Census Catalog; Bibliography of Research Publications of the U.S. Bureau of Sport Fisheries and Wildlife, 1928-72; List of Bureau of Mines Publications and Articles. There are subject lists designed for both the specialist and the general public. Samples of these include: Popular Publications for the Farmer, Suburbanite, Homemaker, Consumer (A 21.9/8:5/-); Consumer Information.

In addition, the Government Printing Office publishes a monthly annotated list of for sale publications entitled Selected U.S. Government Publications. It also issues a series of Subject Bibliographies on topics which have popular interest, such as: Art and Artists; America in Space Solar Energy. These are all held with the Monthly Catalog on top of the pamphlet file.

CONGRESSIONAL INFORMATION SERVICE INDEX (CIS Index) (On Pamphlet file)

Congressional publications have never been satisfactorily indexed, mainly because it has been so hard for the Superintendent of Documents to obtain copies. Since 1970 the situation has vastly improved. A private company has put out an annotated listing called CIS Index. This is a monthly service whose issue indexes are cumulated quarterly. At the end of the year a set of bound volumes is issued, cumulating the abstracts (CIS Annual) and the indexes. These are held next to the Monthly Catalog on the pamphlet file.

CIS Index analyzes each document in depth, indexing by subject, title, and witness. It also contains tables showing the legislative history of each bill as it passes through Congress. Whenever possible, it also includes the SuDoc number so that it can be easily located in Government Document Collections. (Request assistance of the Reference Librarian if the entry you wish lacks this SuDoc number). A detailed explanation of how to use the series is included in the prefatory material for each issue. Remember this is an abstract, so the index will refer you to an abstract number, not a page number. See the example on page 37.

AMERICAN STATISTICS INDEX (ASI) (On Pamphlet file)

The U.S. Federal Government is one of the world's largest collectors of statistics. Until recently location of this important material was difficult and often impossible--until the ASI Index was published in 1974. The retrospective volume (ASI 1974) is kept up-to-date by monthly issues which are cumulated annually. These cover more than 400 government sources and attempt to list all materials in print. The retrospective edition also includes the most significant publications since the early 1960's.

While the publications go back only to the 1960's, the statistics cover colonial days to the present as well as projections for the future. Use of ASI is similar to CIS Index since the same company publishes both. It does have some special sections and these are explained in the pages that follow.

Here are some typical questions that ASI can answer: 1) How many women are enrolled in four-year colleges and universities? 2) How are we currently financing mental health care? 3) What are the various causes of boating accidents? and, 4) How many children of unemployed parents are on welfare in Minnesota?

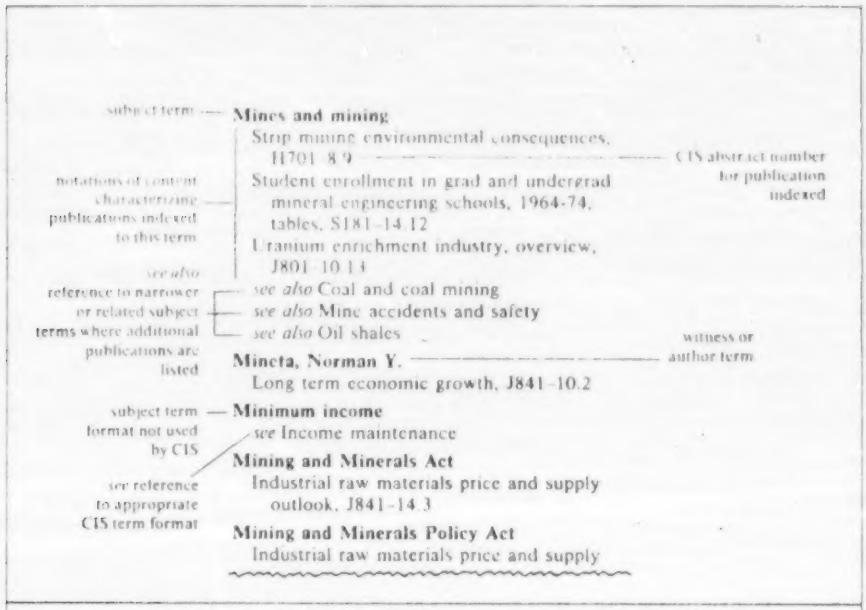
Both CIS Index and ASI deal solely with U.S. Federal Publications. Most of these can be found in the BSU Library either in the Government Documents Collection or through the card catalog. Materials we do not have can be ordered on microfiche or hard copy through MINITEX.

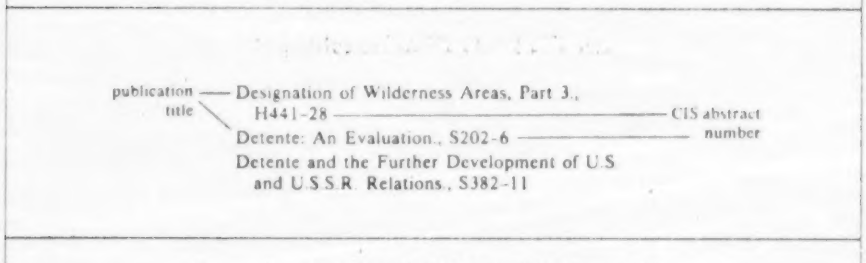
MINNESOTA DOCUMENTS

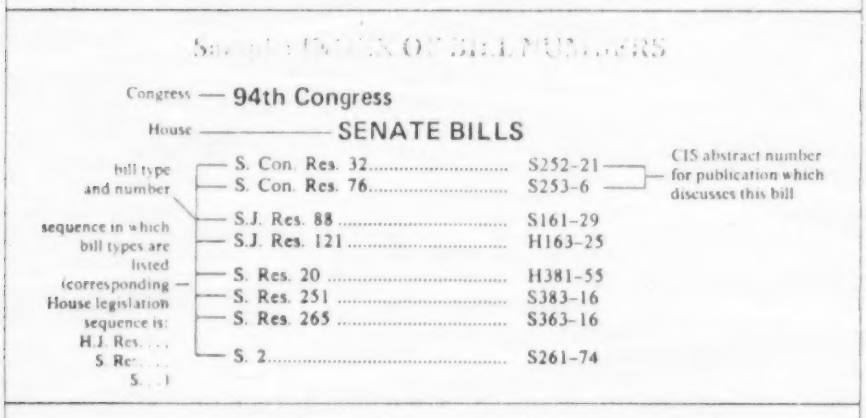
BSU Library is also a selective depository for Minnesota state documents. The documents are located on the shelf range immediately preceding the federal publications section. They are kept in gold, red, and blue pamphlet boxes. The index to these publications is also kept on the Pamphlet file near the Reference Desk. It is a card index (similar to the card catalog) rather than a book index. The index consists of six drawers, the first two list documents by issuing agency (shelflist, or the way the documents stand on the shelves) and the next four contain interfiled subject-title entries. The subject entries use Library of Congress subject headings.

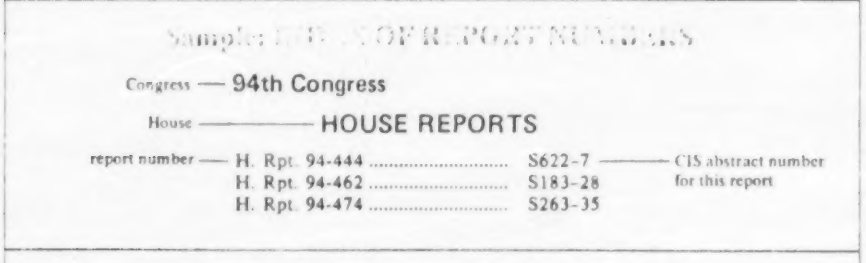
The state also publishes a monthly checklist of new documents, with a cumulative subject index. This is located near the Minnesota documents card catalog. There are also bibliographies of Minnesota State Documents available, but they are not kept up-to-date. For help in using this collection ask at the Reference Desk !

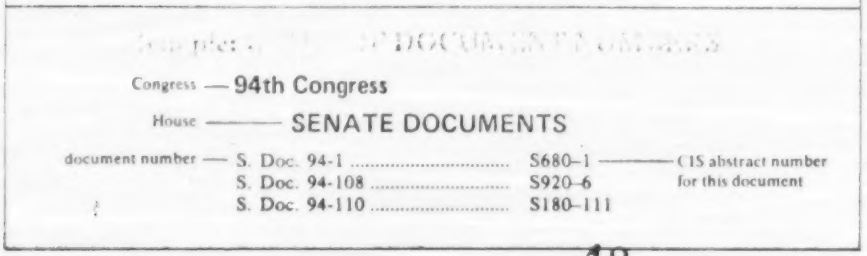
CIS Index (samples)


subject term
Mines and mining
Strip mining environmental consequences, H701-8.9
CIS abstract number for publication indexed
notations of content characterizing publications indexed to this term
Student enrollment in grad and undergrad mineral engineering schools, 1964-74, tables, S181-14.12
Uranium enrichment industry, overview, J801-10.14
see also reference to narrower or related subject terms where additional publications are listed
see also Coal and coal mining
see also Mine accidents and safety
see also Oil shales
witness or author term
Mineta, Norman Y.
Long term economic growth, J841-10.2
subject term format not used by CIS
Minimum income
see Income maintenance
see reference to appropriate CIS term format
Mining and Minerals Act
Industrial raw materials price and supply outlook, J841-14.3
Mining and Minerals Policy Act
Industrial raw materials price and supply


publication title
Designation of Wilderness Areas, Part 3., H441-28
CIS abstract number
Detente: An Evaluation., S202-6
Detente and the Further Development of U.S. and U.S.S.R. Relations., S382-11


Congress
94th Congress
House
SENATE BILLS
bill type and number
sequence in which bill types are listed (corresponding House legislation sequence is: H.J. Res. . . . S. Res. . . . S. . . .)
S. Con. Res. 32 ..... S252-21
S. Con. Res. 76 ..... S253-6
CIS abstract number for publication which discusses this bill
S.J. Res. 88 ..... S161-29
S.J. Res. 121 ..... H163-25
S. Res. 20 ..... H381-55
S. Res. 251 ..... S383-16
S. Res. 265 ..... S363-16
S. 2 ..... S261-74





DOCUMENT DESCRIPTIONS — COMPLETE AND CONCISE

Each publication is fully described so that a researcher can quickly determine whether or not a document is likely to contain the specific information being sought.

Main abstract

For each publication, CIS abstracts give full bibliographic data, a summary of the publication's nature and subject matter, and an outline of specific contents. A single main abstract is generally sufficient for committee prints, reports, and documents publications. Hearings, however, usually require special treatment, since CIS not only abstracts and indexes the overall purpose and subject matter of hearings, but also those of separate witnesses and items of testimony.

For hearings publications, the main abstract provides only the basic information applicable to the document as a whole, such as bibliographic data, the name of the subcommittee (if any) holding the hearings, a description of the purpose and focus of the hearings (including a statement of what, if any, specific legislation is under consideration), and a characterization and/or listing of any appendix materials.

Testimony abstract

Individual "testimony abstracts" are appended to the main abstract for a hearings publication, and provide separate descriptions and page ranges for the testimonies presented, along with the name and affiliation or credentials of the witness (or witnesses) whose testimony is abstracted, a summary of the subjects covered by the testimony (in both statements and discussions), and a listing and brief annotation of pertinent supplementary or supporting materials.

When, during the course of a hearing, Congressional Committee Members present statements that are unusually extensive or informative, these are abstracted and indexed in a manner similar to the statements of witnesses.

(Partial specimen)

Local taxation
see State and local taxes — subject term format not used by ASI

subject term — **Location of industries**
notations of content characterizing publications indexed to this term — Food processing plants, multiple plant location model, 1975, 1502-3.407
Hwy system alternatives: economic impact, energy needs, and pollution, 173 BEA economic areas, 1990 projections, 7558-29 — ASI abstract number for publication indexed
see reference to appropriate ASI term form at
see also Relocation — *see also reference to narrower or related terms where additional publications are listed*

proper name term for organizations — **Lockheed Corp.**
Financial condition, including Govt guaranteed bank loans, Emergency Loan Guarantee Board, FY75, annual rpt, 12304-1

author term — **Lockwood, Randall**
"Dog Bites Among Letter Carriers in St. Louis", 4102-1.426

place name term — **Logansport, Ind.**
Occupational wage survey, 1974-75, individual SMSA annual rpt, 6785-3.9

type of category — **DEMOGRAPHIC BREAKDOWNS**

individual category breakdown — **BY AGE**

notations of content characterizing publication data which is shown "by age"

subject divisions within category index —
Banking, Finance, and Insurance
Life insurance, servicemen and veterans group, mortality experience by age and service branch, 1972-74, annual rpt, 9924-3 — ASI abstract number
Communications and Transportation
Motorcycle accidents, safety helmet use and head injury severity, Michigan and Illinois, 1974 rpt, 7768-11
Education
Adult functional competency by selected characteristics, summary rpt of 1975 study,

Federal department or agency — **DEPARTMENT OF TREASURY**
Doc 3265 8004-5

INDEPENDENT AGENCIES

agency report number —
Energy Research and Development Administration
ERDA-78 9178-17
HASL-(nos.) 9172-1

ASI abstract number for publication

publication title — Foreign Portfolio Investment in the U.S., Interim Report to Congress, 8008-23 — ASI abstract number
FPC Guide to Public Information, 9358-1
FPC News, 9352-2
FPC Quarterly Staff Reports on Gas Supply

SECTION X: REFERENCE MATERIALS

A "reference book" is one which is designed by arrangement and treatment to be consulted for specific items of information rather than to be read consecutively. In the BSU Library, reference books are listed in the card catalog with the prefix "Ref" above the call number. The Reference Collection is located near the index tables in the Reference Department on second floor.

There are basically two types of reference books, sometimes distinquished in the following way: 1) directional type, those which locate or "direct" you to the information you require, e.g. indexes, abstracts, bibliographies; and, 2) source type, those which contain the information you require, e.g. encyclopedias, dictionaries, atlases. Many reference books may perform both of these functions simultaneously.

There are many kinds of general reference books. So far we have examined several kinds...indexes, abstracts, and government publications. In the next few sections we will be using other kinds. The following is a brief list of some of the kinds of reference books with examples of each.

1. Indexes - direct you to information found in magazines, pamphlets, newspapers, government documents and books.
   a) Social Sciences Index
   b) Essay and General Literature Index
   c) Public Affairs Information Service (PAIS)
   d) Monthly Catalog of U.S. Government Publications
   e) New York Times Index

2. Encyclopedias - usually present an overview of one subject or all knowledge, often with bibliographical references.
   a) Encyclopaedia Britannica
   b) McGraw-Hill Encyclopedia of Science and Technology

3. Dictionaries - information about words.
   a) Webster's Third New International Dictionary of the English Language
   b) Oxford English Dictionary

4. Almanacs - miscellaneous facts and statistics often including retrospective material.
   a) World Almanac
   b) Information Please Almanac

5. Yearbooks - description of happenings of a particular year.
   a) Americana Annual
   b) Science Year

6. Handbooks - bits of information on various topics.
   a) Guinness Book of World Records
   b) Statistical Abstract of the United States

7. Biographies - information about individuals.
   a) Who's Who in America
   b) Notable American Women

8. Directories - information (name, address, etc.) on persons, companies, institutions, etc.
   a) Encyclopedia of Associations
   b) Thomas Register of American Manufacturers

9. Atlases - collection of maps, charts, or plates.
   a) National Atlas of the United States
   b) Shepherd's Historical Atlas

10. Gazetteers - information on places, including cities, mountain ranges, lakes, countries, etc.
   a) Webster's Geographical Dictionary
   b) Columbia-Lippincott Gazetteer of the World

11. Bibliographies - well-organized list of items, either selective or complete.
   a) Subject Guide to Books in Print
   b) Bibliographic Index

Once you become familiar with the kinds of reference books available you can begin trying to choose a particular reference book to answer a particular question. Some things to consider are:

--- How much information is needed? a definition?...a brief summary?... statistics?...
--- What subject area is involved? history?...geography?...literature?...
--- Are there other factors such as dates or locations which must be taken into consideration in answering the question?

No matter what kind of reference book you choose, to use it intelligently you must examine the "how to use" information often found in the front of the book. This will enable you to understand what limitations the book has, how it is arranged, and any symbols or abbreviations used.

It would be a good idea to browse through the BSU Reference Collection in your particular subject field so that you see examples of the many kinds of reference books available and the varied information they provide.

SECTION XI: ENCYCLOPEDIAS

GENERAL ENCYCLOPEDIAS

A general encyclopedia is often the best place to start research on a subject. Its range of coverage is all general knowledge, qualified by the editors' and authors' idea of the reader's interests and needs. Most encyclopedias have comprehensive indexes which will locate all the information in the set on a particular subject. Often articles in an encyclopedia have bibliographies leading to other books or articles on the subject.

Examples of general encyclopedias:

Encyclopedia Americana (Held in Encyclopedia Case in Browsing Area.)

Popular adult encyclopedia which is easy to understand and timely. Well-illustrated with bibliographies at the end of major articles. Valuable for its articles on science, technology, biographies, and topics of American interest. Index.

Encyclopedia Britannica (Held in Encyclopedia Case in Browsing Area.)

A new concept: the 3 part encyclopedia. The first part, the Propaedia is a topical outline of 'all human knowledge'. The second part, 10 volumes called the Micropaedia, is designed for ready reference and as an index to the third part, the 19-volume Macropaedia ('knowledge in depth'. Does not have a one-volume general index.

Chambers' Encyclopedia (Ref/AE/5/.C443/1967)

The only major encyclopedia now produced in England, presents the British and European viewpoints; covers entire range of human knowledge. 4th edition is 1967. Index.

World Book Encyclopedia (Held in Encyclopedia Case in Browsing Area.)

Intended primarily for the use of students, for organization, illustration, format; however, extremely helpful to anyone in need of concise general reference information. Excellent reputation. Index.

Colliers's Encyclopedia (Ref/AE/5/.C633/1972)

Articles are well-developed, well-presented and well-illustrated in more popular style. Set is useful for its coverage of politics, biography, fine arts, religion, philosophy, the classics, science and technology. Volume 24 contains a bibliography and index. The bibliographies are listed under broad subject fields, explicitly subdivided.

New Columbia Encyclopedia. 4th edition 1974 (Ref/AG/5/.C725/1974)

A massive one-volume work noted for short, clear, concise articles arranged alphabetically. This encyclopedia contains much biographical and geographical information. Not to be confused with the Columbia -Viking Desk Encyclopedia which is a much smaller work.

Lincoln Library of Essential Information (Ref AG/105/.L55)

A two-volume work which is arranged by topic into twelve areas of knowledge (rather than a "dictionary" arrangement like the other standard encyclopedias). Contains many charts, graphs and tables. Alphabetical index.

SPECIALIZED ENCYCLOPEDIAS

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias which concentrate on a specific subject field. The articles in these are more thorough and are apt to be much more exhaustive than those in general encyclopedias.

Examples of specialized encyclopedias:

McGraw-Hill Encyclopedia of Science and Technology (Ref/Q/121/.M3/1971)

This 15-volume set covers the fields of life science, physical science, earth science, and engineering; provides concise, understandable information on any scientific or technological subject; has detailed index, includes bibliographies and is updated by yearbooks.

International Encyclopedia of the Social Sciences (Ref/H/40/.A215)

This 17-volume work covers the fields of sociology, psychology, anthropology, political science, economics and history; articles are written by specialists of international standing and accompanied by bibliographies. Alphabetically arranged with an excellent index.

The Encyclopedia of Philosophy (Ref/B/31/.E5)

This 8 volume work deals with Eastern and Western, ancient, medieval and modern philosophy, including some psychology. It contains scholarly, very readable articles with bibliographies. Index.

Additional specialized encyclopedias can be located in the card catalog under the subject subdivided by "-DICTIONARIES", as in PHILOSOPHY - DICTIONARIES.

SECTION XII: DICTIONARIES

GENERAL DICTIONARIES

Dictionaries are books in which there are lists of words in alphabetical order, with their meanings and pronunciations given. Some dictionaries show how words are used in speech or writing, and some may show how a word came from other languages into the English language.

Smaller abridged dictionaries try to limit themselves to the most commonly used words. BSU Library has a few of these small abridged dictionaries in the Reference Collection, but most are in the general stacks.

Many of the dictionaries in the library are unabridged dictionaries. These are large dictionaries which try to include every word in the language, and give more complete, detailed definitions than the abridged dictionaries. Many are also illustrated, with maps and tabular data to complement the definitions.

Examples of unabridged dictionaries:

Webster's New 20th Century Dictionary of the English Language "Webster's II" (Ref/PE/1625/.W3)

Webster's Third New International Dictionary of the English Language "Webster's III" (Held on dictionary stand near Reference Collection)

Webster's II, published in 1954, is the oldest of the American unabridged dictionaries. Vocabulary entries emphasize correct usage with colloquialisms, etc., labelled. It includes obsolete words, a biographical dictionary and pronouncing gazetteer.

Webster's III (1961) is a completely new edition with definitions rewritten and based on current use of the language rather than the classical quotations of Webster's II. Obsolete words and labels such as standard, non-standard, etc., have been removed.

One thing to remember when using Webster's is that the historical meaning of a word is given first. In most other dictionaries it is the most common meaning that is given first.

Funk & Wagnall's New Standard Dictionary of the English Language. (Ref/PE/1625/.S7/1963)

"A serviceable, one-volume work...emphasis on current information... and the subordination of the historical. Full vocabulary ---about 450,000 words including 65,000 proper names--- aims to include all live words of the day in standard speech and literature... and terms commonly used dialectically by large numbers of people in different parts of the English speaking world." The pronunciation key is much easier to use than that of other dictionaries.

The Random House Dictionary of the English Language. (On top of the new books shelf)

This 1966 edition contains many terms which are too recent to have been included in the earlier Webster's. "Simplicity and accuracy" were the goals of the editors. This dictionary is often the first choice for a home purchase because of the inclusion of so much encyclopedic information. Although it is considered an unabridged dictionary, the total number of entries is considerably less than either Webster's or Funk & Wagnall's.

Oxford English Dictionary...on historical principles. (Ref/PE/1625/.M7/1933)

British multi volume dictionary published in 1933, traces origins of over 414,825 words, shows how the definitions and usages of the words have changed since they entered the language, with dated quotations and citations as examples. A series of supplements is in progress to bring it up-to-date.

SPECIALIZED DICTIONARIES

In addition to the dictionaries of the English language discussed on the previous page, there are also many specialized dictionaries which limit themselves to one special subject area, such as art, marketing, science, literature, or law. These dictionaries are generally one-volume works, and although the word "encyclopedia" or "handbook" may appear in the title, are generally in dictionary format. They are much more restricted in scope than an ordinary dictionary, however, and can therefore deal with specialized terminology, technical words, and professional jargon at length. Usually the definitions in these dictionaries are more complicated, more specific and more detailed than in general dictionaries.

Examples of specialized dictionaries:

The New Language of Politics (Ref/JK/9/.S2/1972)

Sub-titled "a dictionary of catchwords, slogans, and political usage." This specialized dictionary contains up-to-date definitions of words and phrases, some of them slang, which have become common American usage but are often not included in standard dictionaries.

Drugs from A to Z (Ref/HV/5804/.L54/1974)

An alphabetical listing with definitions of both slang and technical terms related to drugs and drug use. A unique feature of this work is that quotations are given to illustrate how some of the more colloquial terms are used.

Dictionary of American Slang (Res/PE/3729/.U5/W4)

This book has a very full listing of words, including many usually considered unacceptable, with considerable explanation of usage. Similar dictionaries of slang, both American and foreign are in the Reference Collection.

Other specialized dictionaries can be located through the card catalog using the form subject subdivision " - DICTIONARIES", such as:

EDUCATION - DICTIONARIES

PSYCHOLOGY - DICTIONARIES

SECTION XIII: ALMANACS, YEARBOOKS, HANDBOOKS

ALMANACS

Almanacs are annual volumes of current and retrospective information which are usually international in scope and national in emphasis. Almanacs are best used to answer simple questions of current or historical fact. They tend to focus on information that changes and must be brought up-to-date. BSU Library does not buy each almanac each year, but rotates its purchases. These are some frequently used American almanacs and a sampling of foreign ones:

Information Please Almanac (Ref/AY/64/.I55)

Contains basic data on major countries and the U.S. as well as much other incidental geographic information. Strong in the areas of entertainment and sports. Attractive format.

Reader's Digest Almanac (Ref/Ay/64/.R4)

A reference tool divided into areas of human interest, this almanac contains special features such as: "World in Review", "U.S. Census", "National Government", "American Home" --- and many others.

The Offical Associated Press Almanac (Ref/Ay/67/.N5/T55)

The newest and in many ways the most interesting almanac. Note the new categories of information such as the tables on air pollution in U.S. cities, cancer death rates, school desegration, etc. (Note: This publication changed titles---the new editions will be called CBS Almanac.)

World Almanac (Ref/AY/67/.N5/W7)

Most useful for its many entries on the U.S., the various states and territories, and the major countries of the world, with brief historical and up-to-date statistics. There are also tables of geographical data.

Whitaker's Almanack (British) (Ref/AY/754/.W5)

Gives complete statistical information regarding government finances, population, and commerce for the various nations in the world, with emphasis on Great Britain and the United States; contains material relating to astronomical and other phenomena; includes maps.

Corpus Almanac of Canada (Ref/F/1004.7/.M3)

Gives statistical and other information for Canada on miscellaneous subjects, including geography, history, education, law, sports, and religion.

YEARBOOKS

Under this category may be found encyclopedia annuals which are a form of yearbook, just as an almanac is. Yearbooks usually limit information to a particular time period.

Examples of yearbooks:

Americana Annual (Ref/AE/5/.A55)

Covers events of the previous year; features a brief chronological listing of events. This is an encyclopedia annual which up-dates Encyclopedia Americana.

The Statesman's Yearbook (Ref/JA/51/.S7)

Covers government, area, population, education, religion, social welfare, money, industry, and other statistical and historical information about the countries of the world.

Statistical Abstract of the United States (Ref/HA/202/.A3)

Summarizes statistics of political, industrial, economic, and social institutions and organizations in the United States; provides bibliography. This government document is the basic tool for locating statistical information on the United States.

HANDBOOKS

Handbooks provide you with brief information on a wide variety of topics. They may be limited to one subject or treat a particular aspect of all subjects.

Examples of handbooks:

Guinness Book of World Records (Ref/AG/243/.G87)

The book that answers all bets: who is tallest, shortest, fattest: records in all fields whether animal, vegetable or mineral. Not merely a collection of tables, it discusses each record, giving the reasons as well as the facts and also the historical background.

Kane Book of Famous First Facts and Records in the U. S. (Ref/AG/5/.K315)

Famous First Facts covers first happenings, events, discoveries, and inventions in the United States; has index by years, days of the month, personal names, and geographical location.

SECTION XIV: BIOGRAPHIES AND DIRECTORIES

BIOGRAPHIES

There are many sources of information in addition to biographies listed in the card catalog. Some biographical information is given in the dictionaries, encyclopedias, almanacs, periodical indexes and other general reference books you have used. (Book Review Digest is often a last resort for locating information, since usually long review articles will give some biographical information). Biographical dictionaries range from one-volume works which give brief information (such as the various Who's Whos) to multi-volume works that may give several pages of information.

Biography Index (Index Area)

Does not give biographical information, but it refers you to sources of information. It indexes biographical information appearing in periodicals, books, parts of books, the New York Times, and other sources. It is published quarterly with annual cumulations. This source includes both living and dead persons.

Some examples of general biographical dictionaries which give brief information are:

Webster's Biographical Dictionary (Ref/CT/103/.W4)

A good one-volume dictionary of names of noteworthy persons. Includes dead and living persons. Gives brief, condensed, biographical sketches and makes a particular point of showing syllabic division and pronunciation of all names. Special tables included in the back of the book.

Who's Who (Ref/DA/28.W6)

An annual publication which is the first of all the "Who's Whos" and which has set the standards for biographical reference works of its kind. It numbers well over 3,000 pages and features a section on obituaries of Britons who have died during the preceding year, a section giving brief data on the Royal Family, and a supplement which contains last-minute information on the biographees and a "selection of names in the New Year Honours List". Its emphasis is on British (and some Commonwealth) personalities and those of worldwide importance. Living people only.

Who's Who in America (Ref/E/176/.W642)

A biennial publication which is the standard source of information on notable living Americans. As in most "Who's Whos" the biographee supplies the information and standards for inclusion are high. (The same publisher issues a series of regional Who's Whos, such as Who's Who in the Midwest, which include more names than Who's Who in America.) Note the many features listed in the Table of Contents, including special citations, aspir-

Who Was Who (British) (BSU Library does not own)

Who Was Who in America (Ref/E/176/.W64)

These two sets complement the two series on page 43 and provide information on persons in the sets who have died.

A number of standard sources contain lengthy articles, often with bibliographies. The following are just a few examples:

Dictionary of National Biography (British) (Ref/DA/28/.D47x)

Dictionary of American Biography (Ref/E/176/.D56)

Notable American Women 1607-1950 (Ref/E/165/.N57x)

These sets include historical and lengthy articles about noted persons or families. Includes only the dead. Updated by infrequent supplementary volumes. These sets are considered the most authoritative sources. Also, Notable American Women acts as a supplement to the Dictionary of American Biography, including women who have achieved distinction in their own right.

McGraw-Hill Encyclopedia of World Biography (Ref/CT/103/.M27)

Includes both the living and the dead. Articles include basic biographical facts and commentary on the person's background and character, evaluation of his/her role in history, a portrait whenever possible, and bibliographical citations. Volume XII contains historical maps, index, and study guides.

Current Biography (Ref/CT/100/.C8)

Another Wilson Index, this monthly "aims to cover all important contemporary figures in all fields; includes pronunciation for unusual names, a photograph of the biographee, and a bibliography of sources used". A cumulative index covers 1940-1970. Each annual volume includes a cumulative index for the previous five years and latest monthly issue includes cumulative index for unbound issues.

Another way of classifying information about people is by occupation. There are biographical directories for almost any field of specialization, including membership directories for the various professional and trade organizations.

American Men and Women of Science (Ref/Q/141/.A47)

This multi volume set covers the behavioral sciences as well as the physical and biological sciences. Updated by supplements.

Directory of American Scholars (Ref/LA/2311/.C32)

Complements American Men and Women of Science. Covers: History (v.1); English, Speech and Drama (v.2); Foreign Languages, Linguistics and Philology (v.3); Philosophy, Religion and Law (v.4). Index. Devoted to U.S. and Canadian scholars.

Biographical Directory of the American Congress, 1774-1971 (Ref/JK/1010/.A5)

A historical directory, the first pages list members of each Congress. Biographies of each Senator and Congressman follow.

Official Directory for the Use of the U.S. Congress (Ref/JK/1011/.C76)

Sometimes referred to as the "Congressional Directory", this includes a wide variety of information concerning members of Congress, committees, other bodies of the government, independent agencies, diplomatic representatives, governors, and members of the press. Annual.

Minnesota Legislative Manual (Ref/JK/6131/.M66/L52x)

A "blue book", which does for the state legislature what the Official Directory above does for the U.S. Congress, and for state agencies what the U.S. Government Manual below does for federal agencies.

United States Government Manual (Ref/JK/421/.A3)

Formerly the U.S. Government Organization Manual, this is the "official organization handbook of the Federal Government". It gives essential information regarding the executive, legislative, and judicial branches and the authority, organization, and function of the agencies in these branches, as well as giving addresses and information office phone numbers.

There are also biographical sources for ethnic or minority groups. The following are examples:

Reference Encyclopedia of the American Indian (Ref/E/76.2/.R4)

The first volume of this work includes a biographical directory of American Indians - Note: This section also includes biographical material on living persons who have written about Indians or are working with Indians, such as museum curators, BIA officials, etc.

The Negro Almanac: A Reference Work on the Afro American (Ref/E/185/.P55/1976x)

This almanac is a very complete source of biographical information on Blacks. It contains information on Black writers, athletes, artists, entertainers, musicians, congressmen, etc. and a chapter on prominent Black Americans. A good portion of the work is devoted to biographical information although many other items are included such as a chronological historical perspective, information on Black organizations, federal program guidelines of interest to Blacks, etc.

DIRECTORIES*

A directory is a list of names and addresses of people, institutions, companies, or organizations. Some contain additional information such as publications of the organizations, annual sales of companies, etc. Some examples of directories are:

Encyclopedia of Associations (Ref/HS/17/.G334)

Covers national organizations of the U. S. (vol. 1). (In this library we get only volume one.) Gives information on 15,000 national, non-profit membership organizations grouped by categories according to their principal interest; includes foreign groups of interest in America and local and regional associations in the U. S.

Thomas Register of American Manufacturers (Ref/T/12/.T6)

This multi volume annual primarily consists of lists of major manufacturers arranged by product. It has several indexes: alphabetically by company name, by trade name of product and by SIC number. It also contains catalogs of the companies.

Foundation Directory (Ref/AS/911/.A2/F65)

Gives information on more than 6,000 foundations, their fields of interest, and their personnel. Arranged by state with a name index.

Directory of Information Resources in the United States

This series of government documents consists of a number of volumes, each dealing with a separate topic and identifying all significant information resources in the fields of science and technology, such as libraries, information centers, professional and other organizations. Volumes cover social sciences (Ref/AS/25/.A46), water (Ref/TD/211/.U5), biological sciences (Ref/QH/303/.U5), federal government (Ref/Z/674.3/.U54), general toxicology (Ref/RA/1196/.A5), physical sciences and engineering (Ref/Q/223/.U526).

Standard and Poor's Register of Corporations, Directors and Executives (Ref/HG/4057/.A4)

A three-volume work giving basic information on corporations, e.g. officers, sales, SIC number, address, etc. Volume one is an alphabetical arrangement by business name, volume two an alphabetical listing of directors and executives, and volume three contains the indexes.

*The Minnesota Legislative Manual, the Official Directory for the Use of the U. S. Congress, and the U. S. Government Manual are also directories. They have been discussed on page 50 with biographical dictionaries.

SECTION XV: GEOGRAPHY

In addition to maps and atlases, other geographic reference aids include gazetteers, geographical dictionaries, guidebooks, indexes and bibliographies.

MAPS

The Geography Department maintains a map library in Hagg-Sauer 244 which is a full depository for all U.S. Geological Survey Maps. Because of this, the BSU Library has limited its holdings to U.S.G.S. topographical maps for Minnesota only. Miscellaneous maps such as county highway maps, contour lake maps, etc., are kept in the map drawers near the windows in the Reference Dept. The latest issues of road maps are cataloged and kept in the Reference Collection (Ref G/3701/A2x for state maps and Ref G/3701/.A3x for city maps). Duplicate road maps are kept in the Pamphlet file.

ATLASES

An atlas is a collection of maps which may be current or historical and which may cover the world or any section of the world. Atlases may include population charts, air distance tables, economic and political distribution maps, etc.

Examples of atlases:

The Times Atlas of the World "comprehensive edition" (Ref/G/1019/.B395/1967a Atlas Case)

This is a tremendously detailed, excellent atlas covering the entire world. The index-gazetteer gives the latitude, longitude and map page number of each place name.

National Atlas of the United States (Ref/G/1200/.Au57/1970 - Atlas Case)

This government document is a comprehensive documentation of the nation's physical features, resources, and human activities--based on the scientific and technical resources of the United States. It is a valid reference source both for historic perspective and for future planning.

Rand McNally Commercial Atlas and Marketing Guide (Ref/G/1019/.R22 - Atlas Case)

This is one of the most extensive, up-to-date atlases of the U.S., although it also has a section on the world. U.S. maps are indexed individually by state. Under each state is an index of cities, towns, counties, transportation lines, banks, post offices. Other features are indicated by symbols shown on the bottom of each page. Emphasis is on marketing areas and commercial statistics, retail centers, principal business centers, etc.

Atlas of Beltrami County, Minnesota (Res/G/1428/.B3/A4/1968)

This is an example of a plat-book, that is, it tries to show who owns each plat of land in the county, township by township. In addition, it shows highways, roads, trails, rivers, schools, churches, cemeteries, farm buildings, etc.

Shepherd's Historical Atlas (Ref/G/1030/.S4/1956)

This is a collection of historical maps arranged chronologically. Maps indicate military campaigns, treaties, migrations, city plans, empires etc. The coverage is worldwide; the time span is ancient history through 1955. The names in the index are of towns; the names of countries are in the table of contents.

GAZETTEERS AND DICTIONARIES

Gazetteers are keys to place names and often serve as indexes to atlases. Geographical dictionaries are a type of gazetteer.

Some examples:

Times Index-Gazetteer of the World (Ref/G/103/.T5/1966)

Brings together in one alphabetical listing place names separately indexed in the five volumes of the midcentury edition of the Times Atlas of the World. About 345,000 geographical locations, with their coordinates of latitude and longitude, based on the Greenwich Meridian; not a descriptive gazetteer index.

Columbia-Lippincott Gazetteer of the World (Ref/G/103/.L7/1952)

Gives information about history, population, trade, industry, cultural institutions, and agricultural and natural resources in approximately 130,000 entries.

Webster's New Geographical Dictionary (Ref/G/103/.W45/1972)

Provides geographic, economic, and historic information about countries, regions, cities, and natural features; gives pronunciation; 1970 census figures are used for the United States; has 47,600 entries and 217 maps; lists 450 geographical terms from other languages translated into English.

SECTION XVI: BIBLIOGRAPHIES

There are two basic types of bibliographies, both of which may be used to locate more information on a given topic.

1. The listing of sources consulted in preparation for a book, article, lecture, term paper, etc.

   You have probably prepared such bibliographies yourself. When bibliographies are included in a book, the card in the card catalog will contain a note saying "bibliography" and give the pages on which the listing appears. When a bibliography is included in a periodical article, that fact will be noted in the index citation.

2. A list of material in a given subject field or fields. There are many types of these: (They may be located in the card catalog under the subdivision "BIBLIOGRAPHY" as in PHILOSOPHY-BIBLIOGRAPHY.)

   a) Those which cover a single field or fields, they may be either serial publications or monographs. Some sample titles are:

      Bibliography on Smoking and Health (a government serial)
      Tolkien Criticism: an annotated checklist
      Vietnam
      The Women's Rights Movement

   b) Those which cover a wide range of subjects, such as:

      Bibliographic Index (Ref/Z/1002/.B595)

      A Wilson Co. index which lists "bibliographies published separately or appearing as parts of books, pamphlets, and periodicals". Subject arrangement, published two times a year, with an annual cumulation.

      Subject Guide to Books in Print (Index Area)

      Subject arrangement of all books currently in print in the U.S. It is an index to Publishers Trade List Annual, a collection of publishers catalogs which includes all but the very smallest presses. Useful for locating books and for verifying information. Annual.

      Library of Congress Books-Subjects (Natl. Bibliog. Area)

      Arrangement by subject of titles added to the collections of the Library of Congress and reporting libraries in a given time period. Complements the National Union Catalog listed below. Quarterly, with annual and quinquennial cumulations.

   c) Those which may be considered "national bibliographies" or records of a nation's publishing activity. Some American ones are:

      Cumulative Book Index (Natl. Bibliog. Area)

      This Wilson Co. index aims to be a complete listing of all titles

published in English in a given year. Dictionary arrangement with entries for author, title and subject. Monthly (except August) with annual cumulations.

National Union Catalog: A Cumulative Author List (Natl. Bibliog. Area)

Cards of books added to the collections of the Library of Congress and reporting libraries in the U.S. and Canada. Gives locations for each book. Main entries only, complements Library of Congress Books - Subjects. Monthly with quarterly, annual and quinquennial comulations.

APPENDIX A: CITATIONS

In this course you will often be asked to give the "citation" for a book, journal article, or document. For this class use the following format:[1]

Book: Hitch, C. J., and R. McKean. Economics of Defense in the Nuclear Age. Boston: Harvard University Press, 1960.

Journal: Wittner, Joe. "The Amish and the Supreme Court Ruling." Phi Delta Kappan, LIV (September, 1972), 50-52.

Newspaper: San Francisco Sunday Examiner & Chronicle, June 26, 1966, section A, p. 6, col III.

Government Document: U. S. Congress. House. Committee on Agriculture, Subcommittee on Dairy and Poultry. Federal Loan for Poultry Processing Plant in New Castle, Pa. Hearing, 89th Cong., 1st Sess., October 19, 1965. Washington: Government Printing Office, 1966.

ERIC document: Raskin, Larry M. Long-Term Perceptual Memory in Educable and Trainable Retardates and Children with Learning Disabilities. Educational Resources Information Center, ED 054 552. Lafayette, Indiana: Purdue University, 1970.

Book Chapter: (Component part by one author in a work edited by another)

Tillich, Paul. "Being and Love." In Moral Principles of Action, pp. 661-72. Edited by Ruth N. Anshen. New York: Harper & Row, 1952.

Media: ERIC-What It Is, How to Use It. U.S. National Institute of Education, 1974. (sound filmstrip set)

Part of a media set: "Learning to Use RIE." In ERIC-What It Is, How to Use It, sound filmstrip no. 2. U.S. National Institute of Education, 1974.

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[1] When writing papers you should use the forms indicated by your instructor, or if none are specified, use one of the standard style manuals.

APPENDIX B: STYLE MANUALS

Ref LB 2369 .C3 1974 — Campbell, William Giles and Stephen Vaughan Ballou. Form and Style: Theses, Reports, Term Papers. 4th ed. Boston: Houghton-Mifflin, 1974.

Ref LB 2369 .T8 1973 — Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973.

The two listed above cover all phases of how to write papers, from choosing a topic to typing the paper. They are both in the card catalog under the subject heading "REPORT WRITING" or "TECHNICAL WRITING".

Some other frequently used style manuals are:

Ref Z 253 .C57 — Manual of Style. 12th ed. Chicago: Chicago University Press, 1969.

Res Z 253 .M73 1970 — Modern Language Association of America. The MLA Style Sheet. 2d ed. New York: Modern Language Association of America, 1970.

Index Area — Simmons, Robert M. A Library User's Guide to ERIC. Stanford, Calif.: ERIC Clearinghouse on Information Resources, 1975.

Z 250.6 .B5 C6 1964 — Conference of Biological Editors. Committee on Form and Style. Style Manual for Biological Journals. 2d ed. Washington: American Institute of Biological Sciences, 1964.

APPENDIX C: AUXILIARY READING ON HOW TO USE LIBRARIES

The ones by Gates and by Cook are probably the most helpful but all may be found in the card catalog under one or more of the following subject headings:

LIBRARIES - HANDBOOKS, MANUALS, ETC.

LIBRARY SCIENCE

REFERENCE BOOKS

REFERENCE BOOKS - BIBLIOGRAPHY

Z 710 .B87 — Brogan, Gerald E., and Jeanne T. Buck. Using Libraries Effectively. Belmont, Calif.: Dickenson Publishing, 1969.

Z 711.2 .C75 1975 — Cook, Margaret B. New Library Key. 3d ed. New York: H. W. Wilson. 1975.

Ref Z 1035.1 .D68 1974 — Downs, Robert B., and Clara D. Keller. How To Do Library Research. 2d ed. Urbana: University of Illinois Press, 1975.

Z 710 .G27 1974 — Gates, Jean Key. Guide to the Use of Books and Libraries. 3d ed. New York: McGraw-Hill, 1974.

Z 711 .K32 1974 — Katz, William A. Introduction To Reference Work; Volume I: Basic Information Sources. 2d ed. New York: McGraw-Hill, 1974.

Z 1035 .U8 1963 — Shove, Raymond H., et. al. The Use of Books and Libraries. 10th ed. Minneapolis: University of Minnesota Press, 1963.